

IC 2003-1 to AFI 21-201, *MANAGEMENT AND MAINTENANCE OF NON-NUCLEAR MUNITIONS*

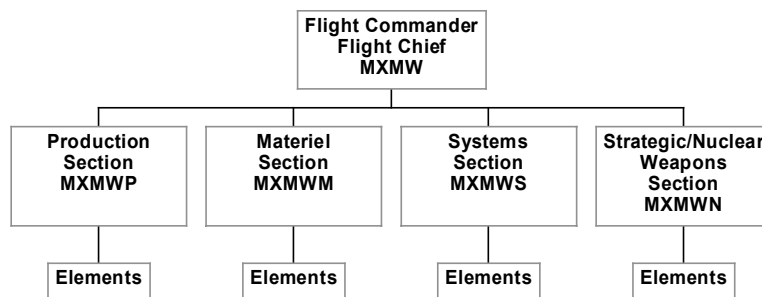
13 January 2003

★**SUMMARY OF REVISIONS**

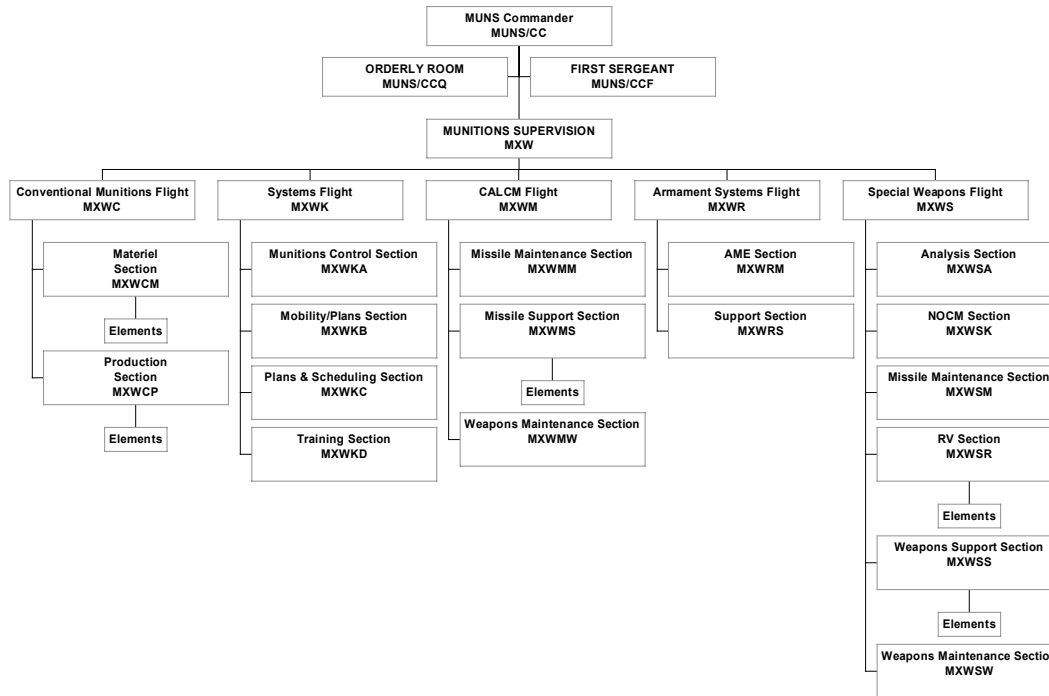
This change incorporates interim change (IC) 2003-1. It aligns organizational structure with that of the Combat Wing Organization design; clarifies HQ USAF/ILMW, MAJCOM, and subordinate agencies and organizations responsibilities; updates flight, section, element and crew chief procedures; corrects key and lock management procedures; restructures munitions flight training, product assurance, and accountability processes; defines Munitions Accountable Systems Officer appointment; clarifies aircrew life support munitions control procedures; implements contingency munitions accountability and reporting processes; establishes automated Out-of-Cycle Request and Allocation Transfer Requests procedures; provides CONUS Combat Air Patrol munitions procedures.

★1.1.2. Requests for deviations or waivers from the requirements of this instruction will be sent to the MAJCOM munitions staff for approval consideration. Unit requests for deviations or waivers must contain justification and expected date of compliance. Maintenance group commanders or equivalent will sign and submit all deviation or waiver requests.

★**Figure 1.1. Munitions Flight Organizational Structure**



★Figure 1.2. Munitions Squadron Organizational Structure



★Figure 1.3. Element Alignment Matrix.

Element	Production	Materiel	Systems	Strat/Nuc
PGM Maintenance	X	X		
Conventional Maintenance	X	X		
Equipment Maintenance	X			X
Line-Delivery	X	X	X	
Inspection	X	X		
Storage and Handling		X		
Accountability		X	X	
CAS		X	X	
Combat Plans/Mobility			X	
Training			X	

Plans & Scheduling			X	
Vault Maintenance	X			X
Tools, Test and Handling Equipment Maintenance				X
Special Weapons Equipment Maintenance				X
Missile Maintenance (CALCM/Weapons)				X
Tools and Test Equipment (CALCM/Weapons/RV)				X
Weapons Maintenance (CALCM/Weapons/RV)				X
Nuclear Maintenance				X
Reentry Vehicle Weapons Systems Maintenance				X
Weapons Support				X
LLA/PLA Maintenance				X
VACE				X
Handling	X			X

**★1.2. Munitions Flights and Squadrons.** Responsible for the control, accountability, storage, shipping and receiving, inspection, maintenance, assembly and flight line delivery of conventional, precision guided, nuclear munitions, and naval mines. Squadron and flight personnel manage and maintain all assigned tools, test, munitions handling equipment. Munitions organizations are typically composed of three sections: Production, Materiel and Systems. The munitions organizational charts and element alignment are in figures 1.1., 1.2, and 1.3. In munitions squadrons, flight commander/chief responsibilities outlined within this document are performed by maintenance supervision. Similarly, section chief responsibilities are performed by flight chiefs. For example, in a munitions squadron the responsibilities of the production flight chief are that of production section chief as described in this document.

★1.2.3. Munitions Elements include the following: Storage, Accountability, Inspection, Shipping and Receiving, Maintenance, Precision Guided Munitions, Line Delivery/Handling, Support Equipment Maintenance (Munitions, Special Weapons, or both), Munitions Control, Plans and Scheduling, Combat Ammunitions System, Combat Plans/Mobility, Training, Vault Maintenance, Tools, Test, and Handling Equipment (Special Weapons, CALCM, or RV), Missile Maintenance (CALCM, Weapons, or both), Air Launch Missile, Nuclear Maintenance, SWIM/NOCM Accountability, Re-entry Vehicle/Re-entry Systems Maintenance, Weapons Support, LLA/PLA Maintenance, Verification and Checkout Equipment (VACE), Weapons Training, and Weapons Handling.

★1.2.4. Unmanned Combat Aerial Vehicle (UCAV)/Predator: All 2W0X1 manpower positions earned to support UCAV/Predator will be allocated and integrated into the material section in support of storage, inspection, and accountability functions and/or to the production section within the precision guided munitions or conventional munitions maintenance elements as determined by the local supervision (MAJCOM functional manager coordination is required). UCAV/Predator program element (PE) coded personnel positions will not be allocated to systems flight/section or equipment maintenance elements. Although these personnel may be geographically separated from the main flight or squadron, they will be assigned and allocated on the UMD to the parent squadron, group, and wing and integrated within the existing UMD structure of the host base munitions unit, sections, and elements as outline above. The existing organizational structure outline in this AFI will not be deviated from and additional elements/sections will not be created for the sole purpose of supporting UCAV/Predator for the 2W0X1 AFSC.

★2.1.3.1.2. Co-chairs the annual AF Maintenance and Munitions Advisory Group (AFM/MAG ) with HQ USAF/ILMM.

★2.1.3.1.3.1. Advise and direct the CAS Program Manager and oversee program execution.

★2.1.3.1.3.2. The FRB is composed of a working group with representatives from all major commands, SSG, and OO-ALC/WM. The major command representatives will be considered full members. Consensus will normally be the driving factor in decision making. Associate members consist of AFCOMAC, 363TRS/TTM, and WR-ALC/LKG.

★2.1.3.1.3.3. The FRB meets annually.

★2.1.3.1.3.4. Establish work priorities for HQ Standard System Group (HQ SSG) CAS Program functions and approve software configuration changes to CAS. Prioritization of Computer Systems Requirements Documents (C4RD's) will be broken out by pending, approved, deferred, completed, and cancelled. The lists will be provided to the work group members 60 days prior to the FRB meeting. Two weeks prior to the meeting, a list of any new C4RDs will be provided. Work group members are expected to come to the meeting with the pending and approved lists categorized into A, B, or C group as defined below. C4RDs within the same category will not be further prioritized.

Category A – Mission critical.

Category B – Mission essential.

Category C – Mission enhancement.

★2.2.6.1. Live and inert munitions/missiles of the same type are not commingled on an aircraft for any purpose. Live munitions/missiles of one type and inert versions of others may be loaded on an aircraft only when considered essential to unit training operations. Ensure air-training missiles mirror the parent tactical missile IAW item Technical Order (T.O.).

★2.2.8. Review and forward Air Force Technical Order (AFTO) Form 22, **Technical Order Improvement Report and Reply**, to all MAJCOMs for coordination before submitting to the Air Logistics Center (ALC), on T.O.s. when concurrence is not uniform, HQ USAF/ILMW will make the final determination:

★2.2.8.6. 11A-1-60, *Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed to or Containing Explosives*.

★2.2.9. All MAJCOM, AFRC, and ANG Munitions Functional Managers are voting members for consensus decisions and make up the ALLMAJCOM executive committee and U&TW conferences.

★2.2.9.1. Functional Managers (FM) will provide representatives to working groups established by the AFM/MAG.

★2.2.23.3. Reconcile base and command balances.

★2.2.25.1. Validate and coordinate on publication of the munitions War Consumables Distribution Objective (WCDO) or similar document.

★2.3.3.14. Forecast requirements to HQ USAF/ILM and ILP for funding to perform APF maintenance, inspections and asset rotation during crossloads to meet annual program objective memorandum and budget estimate submission cycle.

★2.4.2.1. Manage and maintain worldwide visibility of the munitions stockpile. Take action to place all munitions items indicative data in CAS.

★2.4.3.4.2. Coordinate with WR-ALC/LKG and OC-ALC/WM to ensure integrity of the automated munitions systems database.

★2.4.3.16.2. The team can be reached at DSN 777-4865/5155, 775-5507/3208 and 777-AMMO or 775-AMMO, or the Hill AFB Command Post at 777-3007. Additional information about the team can be found in AFI 91-204 Chapter 3, *Safety Investigations and Reports*.

★2.4.3.18. Establish the APF Management Team to develop and implement an on-board asset test and surveillance inspection plan using results from previous maintenance, inspections and rotation schedule for use during crossloads.

★2.5.3. DELETED.

★2.5.4. DELETED.

★2.5.4.1. DELETED.

★2.5.4.2. DELETED

★2.5.4.3. DELETED

★2.6.1.2. Control the overall CAS program

★2.6.1.6. Produce a weekly Trouble Call Trend Analysis. Reports will be posted on the CAS webpage.

★2.6.2. Prepare and submit CAS Acquisition Program Baseline (APB) document, summarizing CAS program requirements.

★2.7.1. Bases and stations must operate munitions inventory management accounts according to established procedures. All individuals and organizations physically controlling, possessing, storing, and maintaining munitions must control, protect, and account for these resources until expended, consumed, or removed from Air Force stock.

★2.7.2. Installation Commander:

★2.7.2.1. Ensures the MASO is appointed IAW AFI 23-111, *Management of Government Property in Possession of the Air Force*.

★2.7.2.2. Ensures key and lock custodians are appointed IAW DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*.

★2.7.3. The Maintenance Group Commander (MXG/CC) or equivalent ensures munitions organizations:

★2.7.3.1. Publish a wing supplement to this instruction to establish Munitions accountability procedures. As a minimum, procedures will address:

★2.7.3.1.1 Designation of responsibilities of the Munitions Flight, Weapons Flight, account custodians and maintenance operations.

★2.7.3.1.2. Accounting and controlling munitions loaded in or on aircraft, including impulse cartridges.

★2.7.3.1.3. Agreement on document flow and scheduling.

- ★2.7.3.1.4. Maintaining loading support documentation.
- ★2.7.3.1.5. Reconciliation of munitions daily.
- ★2.7.3.1.6. Tracking and verification of munitions expenditures.
- ★2.7.3.1.7. Specifying actual time of reconciliation and points of contact.
- ★2.7.3.1.8. Reconciliation of deliveries to and from the flight line.
- ★2.7.3.1.9. Accounting for safing devices.
- ★2.7.3.1.10. Controlling expended brass and munitions residue. These assets will be treated as explosive until certified.
- ★2.7.3.1.11. Managing expended munitions.
- ★2.7.3.1.12. Providing adequate control and security.
- ★2.7.3.1.13. Performance of daily and weekly inventories.
- ★2.7.3.1.14. Operations under peacetime, wartime and contingency conditions.
- ★2.7.3.1.15. Management of impulse cartridges.
- ★2.7.3.1.16 Collection and recording of flight hours of munitions loaded in/on aircraft for input into TMRS/RAMS database (if applicable).
- ★2.7.3.3. Ensure MASOs establish Munitions Accountability Customer procedures. As a minimum, include procedures for:
  - ★2.7.3.3.1. Maintenance storage, issue and turn-in.
  - ★2.7.3.3.2. Responsibility to monitor shelf and service life.
  - ★2.7.3.3.3. Responsibility to maintain original packaging for issued munitions.
  - ★2.7.3.3.4. Responsibility to maintain munitions in original packing except for assets in use.
  - ★2.7.3.3.5. Establishing and maintaining account jacket folder.
  - ★2.7.3.3.6. Inventory, account management, and expenditure validation.
  - ★2.7.3.3.7. Supporting documentation and management products.
  - ★2.7.3.3.8. Requirements forecasting and disposition.

★2.7.3.3.9. Expended brass, munitions residue, and the munitions recyclable sales program and forms.

★2.7.3.3.10. Loss/Damage reporting processes.

★2.7.3.3.11. Mobility.

★2.7.3.3.12. Courtesy storage requirements.

★2.7.3.3.13. Security and handling.

★2.7.3.3.14. Transportation (on/off base).

★2.7.3.3.15. Suspended and restricted stocks.

★2.7.3.3.16. After-hours support.

★2.7.3.3.17. Unique local requirements.

★2.7.3.3.18. Munitions user briefings and training.

★2.7.3.3.19. Lot number integrity program.

★2.7.3.3.20. Category D (Peacetime Consumables) bits and pieces use, storage, inventory, replenishment, and disposition.

★2.7.4.3.21. Ensure the Rapid Response Team is notified IAW paragraph 2.4.3.15.2. for accidents or incidents involving Air Force munitions/missiles or Air Force aircraft egress systems.

★2.8.6. Ensure the Munitions Flight has sufficient SIPRNET and NIPRNET capability.. Additionally, ensure computer equipment run the following software applications::

★2.8.6.1. Tactical Munitions Reporting System (TMRS).

★2.8.6.2. Combat Ammunition System.

★2.8.6.3. Munitions Control 2000 (MC2K).

★2.8.6.4. Automatic Identification Technology (AIT).

★2.8.6.5. Digitized technical data.

★2.8.6.6. Core Automated Maintenance System (CAMS)/GO81.

★2.8.10. Appoint system administrators (SA), computer system security officers (CSSO), and system operators (SO).



★2.9.1. Resources and Readiness. All planning actions and resource management must be centered upon establishing and maintaining optimum readiness in accordance with overall wing mission. A spirit of team support and cooperation is essential in Joint Service and allied operations, provided it is in accordance with established memorandums of understanding and inter-service support agreements. Refer to Air Force Joint Instruction (AFJI) 21-211, *Emergency Munitions Support for Joint Operations* for emergency munitions support to other agencies. Coordination with the MAJCOM munitions staff is required for such actions.

★2.9.1.6.1. Certified munitions inspectors are not placed on the SCR solely for the purpose of signing condition tags. Munitions personnel authorized to clear Red X conditions IAW T.O. 00-20-5 are listed on the SCR.

★2.9.1.7. The munitions flight chief is the Wing's Functional Manager for all 2W0 AFS issues and is responsible for flight manning.

★2.9.1.8.2. Units must up channel any factors that limit their capability to receive, inspect and store their munitions requirements to their MAJCOM. Examples include communication, manpower and infrastructure deficiencies.

★2.9.1.9. Host/lead units must develop a comprehensive Base Support Plan (BSP) to support OPLAN taskings. Units tasked to deploy in support of these OPLANS must be completely familiar with this BSP and must be involved in the "write-conferences" to the maximum degree possible. An annual review of all BSPs must be completed IAW AFI 10-404, *Base Support Planning*. Units develop Conventional Munitions Plans to provide detailed guidance for deploying, and employing, munitions personnel. The CMP may be used to develop BSP Part II.

★2.9.1.12. Establish an Emergency Destruction of Materiel (EDM) plan within the CMP when required by supporting Oplan.

★2.9.1.12.1. DELETED.

★2.9.1.12.2. DELETED.

★2.9.1.12.3. DELETED.

★2.9.1.15. Ensure support equipment enclosed in war reserve materiel or mobility kits is inspected IAW to 00-20-5, *Aerospace Vehicle/Equipment Inspection and Documentation*.

★2.9.1.16. Inform squadron supervision/group commander, and MAJCOM when the capability to accomplish the munitions mission becomes adversely affected.

★2.9.1.16.2. Personnel and equipment shortfalls. Units may also be required to report in Status of Resource and Training Systems (SORTS) if required. Units postured for contingency deployments under AEF must report shortfalls IAW AFI 10-244, *Reporting Status of Aerospace Expeditionary Force*.

★2.9.1.23. Ensure operator inspections and user servicing requirements are accomplished on assigned non-powered support and test equipment IAW T.O. 00-20-5 and forwarded to appropriate activity for scheduled inspection, calibration or repair.

★2.9.1.24. Ensure munitions support equipment is registered according to T.O. 35-1-30, *US Air Force Serial Number Registration System for Selected Support Equipment*. Additionally, ensure CAMS/GO81 is updated as gains, losses, maintenance and TCTO completions occur.

★2.9.1.26. Conduct an internal training exercise at least semiannually to ensure munitions personnel can effectively operate and use the deployable CAS system and complete Munitions Reporting (MUREP).

★2.9.1.26.1. DELETED.

★2.9.1.26.2. DELETED.

★2.9.1.26.2.1. DELETED.

★2.9.1.26.2.2. DELETED.

★2.9.1.31. Establish and publish a munitions movement control program.

★2.9.1.34. DELETED.

★2.9.1.35. DELETED.

★2.9.2.2. Standardize training documentation throughout the flight to ease the transfer of personnel between elements.

★2.9.2.3. Direct the training supervisor to develop and manage the Combat Munitions Training Program (CMTP), designed to familiarize personnel on munitions requirements for all contingencies (in-place or deployed) and OPLAN taskings.

★2.9.2.5. Ensure element Master Training Plans cover peacetime and contingency tasks.

★2.9.2.5.1. Develop a munitions buildup task-training list used during training for all munitions operations. Ensure munitions personnel are trained and qualified to support unit missions. UCML, the pre-integrated tasking order, operational support, aircrew training syllabus, and employment plans/base support plans will be used to determine scope of the training program.

★2.9.2.5.2. Establish the number of personnel to train on each tasked munitions to meet the unit's most demanding requirement. In determining this, consider the highest probable usage of tasked munitions, the complexity of the task, and the need for flexibility in the use of personnel.

★2.9.2.5.2.1. Approve a CMTP lesson plan.

★2.9.2.5.2.2. Designate CMTP instructors in writing.

★2.9.2.5.2.3. CMTP instructors may be assigned to the Munitions Training Element or other flight elements.

★2.9.2.5.2.4. DELETED.

★2.9.2.5.2.5. DELETED.

★2.9.2.5.2.6. DELETED.

★2.9.2.5.4. Establish a comprehensive CAS training program. Ensure continuity books or procedures are established to promote the standardization. Utilize CAS training database as much as possible (i.e. assign training passwords until CAS proficient). CAS access will not be given (other than to the training database) until training is complete and documented.

★2.9.2.5.4.1. DELETED.

★2.9.2.6. Reviews DOC Statements, Unit Committed Munitions List (UCML) and O-Plans. Coordinates changes and appendices with the weapons and tactics function and weapons standardization.

★2.9.2.6.1. DELETED.

★2.9.2.6.2. DELETED.

★2.9.2.6.3. DELETED.

★2.9.2.6.4. DELETED.

★2.9.2.7. Ensures sufficient serviceable training munitions are forecasted for training programs.

★2.9.2.8. Monitors the status of critical munitions support equipment and testers for serviceability, accountability and status of Time Compliance Technical Order (TCTO) modifications.

★2.9.2.9. DELETED.

★2.9.2.10. DELETED.

★2.9.2.11. DELETED.

★2.9.2.12. DELETED.

★2.9.2.13. DELETED.

★2.9.2.14. DELETED.

★2.9.2.15. DELETED.

★2.9.3.1. Ensure munitions are not released to agencies or individuals outside the Air Force without approvals required by Chapter 12.

★2.9.3.4.5.1. If the mishap is caused by the malfunctioning of a munitions item (live or inert), also notify OO-ALC/WM's Munitions Rapid Response Team at DSN 777-4865/5155, 775-5507/3208 and 777-AMMO or 775-AMMO.

★2.9.3.8.1. Ensure procedures contain performance of all entry control activities, inspections, increased Force Protection Condition duties, Random Antiterrorism Measures and random vehicle and personnel searches during MSA entry and exit established by the Wing Resource Protection Council and the servicing Security Forces Organization.

★2.9.3.9. Is designated in writing, by the installation commander, to manage and control the key, lock and cylinder program and appoint key and lock custodians in the Munitions Flight.

★2.9.3.9.1. Sign the DD Form 577, Signature Card, automated listing or letter authorizing individuals to sign for keys to munitions maintenance and storage facilities. The key issuing authority maintains the documentation.

★2.9.3.9.2. DELETED.

★2.9.3.10. Develop procedures for the use of Assembly Lot Numbers during contingencies, local and higher headquarters exercises and to track and account for built-up (ready) munitions. Local procedures between the Munitions Flight Chief and Wing Weapons Manager will be developed for flight line reporting using Field Lot Numbers.

★2.9.3.11. Utilize a standardized munitions storage location system IAW T.O. 11A-1-61-4, *Storage and Outloading Instructions Conventional Ammunition* for all bulk stored (custody or stock) and base stock munitions.

★2.9.3.11.1. Licensed/ready use/Protective Aircraft Shelters (PAS) facilities outside the MSA are exempt from this requirement, however units must ensure procedures are established to eliminate malpositioned indicators such as document numbers or JCNs when used as locations. Local procedures will be developed to manage storage locations for operationally configured munitions maintained within the MSA.

★2.9.3.11.2. Operating locations are also exempt, however any method used must ensure that accurate bay and or building inventory can be conducted without extensive research. Bay control procedures must be established to ensure all property within the bay is accounted for until picked up by custodians or returned to storage.

★2.9.3.12. Ensure submittal of Dull Sword reports as outlined in AFI 91-204, *Safety Investigations and Reports*.

- ★2.9.3.13. Flight Commander/Chief will chair the weekly scheduling meeting and approves the munitions maintenance schedules.
- ★2.9.3.14. Send requests to MAJCOM munitions staff to add complete round codes to the Air Force standard munitions configuration table in the CRD.
- ★2.9.3.15. Ensures the appropriate ALC engineering data service center is used to obtain information/ specifications when technical orders do not provide enough detail.
- ★2.9.3.16. Quality Assurance (QA) Program.
  - ★2.9.3.16.1. In coordination with QA, ensures a viable quality assurance program is implemented as outlined in AFI 21-101, **Chapter 5** and this instruction.
  - ★2.9.3.16.2. Recommend munitions personnel to fill QA positions.
  - ★2.9.3.16.3. Review analysis, QA, and other inspection reports to determine if adequate management actions have been taken to fix discrepancies and identify root causes.
- ★2.9.3.17. Comply with T.O. 33K-1-100, any applicable calibration measurement summary (CMS), T.O. 00-20-14 and other applicable technical directives concerning the use, care, handling, transportation and calibration of test, measurement and diagnostic equipment owned by the flight.
  - ★2.9.3.17.1. DELETED
- ★2.9.3.18. Implement and maintain Inprogress Inspection (IPI) Program IAW AFI 21-101, T.O. 00-20-1 and MAJCOM guidance as required.
  - ★2.9.3.18.1. The wing master IPI lists will be reviewed annually.
  - ★2.9.3.18.2. Review/update flight IPI requirements listing as required. Route through the squadron maintenance officer/maintenance supervision for consolidation and group commander approval. Forward to QA for review, standardization and publication.
- ★2.9.3.19. Ensure flight or section administrative procedures are established to process reports and file documents.
- ★2.9.3.20. Manage the flight portion of the foreign object damage (FOD) and dropped object prevention (DOP) programs.
  - ★2.9.3.20.1. DELETED.
  - ★2.9.3.20.2. DELETED.
  - ★2.9.3.20.3. DELETED.

★2.9.3.21. AMMO Flight Recognition Program. Promote the program to recognize exceptional performers periodically in the airman and NCO ranks, coinciding with local recognition programs. Be familiar with annual awards and recognition programs IAW AFI 36-2818 (for example Lt. General Leo Marquez Outstanding Munitions Maintenance Technician). Prestige of the award should be enhanced with meaningful incentives.

★2.9.3.22. Ensure Munitions Flight explosive operations are performed by a minimum of two munitions personnel. One must be a task-qualified 2W0X1 or civilian equivalent. Flight Chief approves exceptions (i.e. Line Delivery). ANG AMC gained units will contact ANG/LGMW at their MAJCOM for deviation request.

★2.9.3.22.1. DELETED.

★2.9.3.22.2. DELETED.

★2.9.3.23. DELETED.

★2.9.3.24. DELETED.

★2.9.3.25. DELETED.

★2.10.5. Ensure munitions accountability personnel are knowledgeable on all facets of munitions accountability and have access to all required publications.

★2.10.5.1. Develop a training program to cover all aspects of the operation, i.e., Custody accounts, CAS, and Global Transportation Network (GTN) usage.

★2.10.7. Provide the Organization or Unit commander a briefing on custody account responsibility not later than 30 days after submission of the AF Form 68, **Munitions Authorization Record**.

★2.10.8. Develop and publish a wing/base supplement to aid commanders, custodians and munitions users in munitions accountability procedures.

★2.10.9. Provide and document briefings to certifying officials on their responsibilities within 30 days of appointment

★2.10.10. Provide and document detailed training to primary and alternate custodians on their responsibilities and on proper custody account management within 30 days of appointment or prior to receiving custody of munitions, whichever is sooner.

★2.10.13. Notify customers first verbally, and follow-up in writing (with a letter to applicable commander) within 24 hours of suspended or restricted ammunition. Monitor status of each item effected until all actions are completed. Documentation should include person notified, date, and time of notification. Documentation will be filed in the Custody Account jacket file.

★2.10.14. Follow-up on difficulty reports (DIREP) when software or procedural errors are suspected or detected.

★2.10.19. Ensure no one expends WRM munitions in peacetime without approval IAW Chapter 33 of this AFI.

★2.10.20. Develop and implement a self-inspection program.

★2.10.21. Conduct a monthly review of the appropriate Base Supply Records. Document this review and identify MASO-managed munitions items loaded on base supply records and corrective actions required to remove them.

★2.11.23. Ensure operator inspections and user servicing requirements are accomplished on assigned non-powered support equipment IAW T.O. 00-20-5.

★2.11.24. DELETED.

★2.12.25. Maintain AFTO Form 95, **Significant Historical Data**, when applicable, according to T.O. 00-20-5, *Aerospace Vehicle Inspection and Documentation*.

★2.12.26. Advise Munitions Control, as they occur, of job delays, significant difficulties, job starts and completions, and vehicle, equipment, or personnel shortfalls, as directed by local policy or operating instruction. For ANG units, Munitions Control (M/C) will be fully operationally during Unit Training Assemblies (UTCs), during none UTCs the Munitions Storage Superintendent will ensure M/C requirements are being complied with.

★2.12.29.1. Risk Categories are assigned IAW DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*, AFI 31-101, *The Air Force Physical Security Program*. Refer to Table 2.1 for Risk Category and Controlled Inventory Item Code (CIIC) conversion matrix.

★2.12.29.2 Munitions identified with CIIC A, B,C, G, H, K, L, S,T, and U will be stored/secured IAW DOD 5200.1-R and AFI 31-401, Information Security Program Management, or MAJCOM supplemental guidance to AFI 31-101.

★ **Table 2.1. Risk Category and Controlled Inventory Item Code (CIIC) Conversion Matrix**

<b>Risk Category</b>	<b>CIIC</b>
I	1, 5, 6
II	2, 8
III	3, 9,
IV	4, 7, P

★2.12.33.4.1 IPI's will be documented on manual or automated AFTO Forms 95, 244 or Assembly build sheets as applicable. IPI's for assets managed through TMRS will be documented in TMRS.

★2.12.34.1. All munitions lifting devices will have documentation of an initial or last proof load test date that includes the weight tested, date performed, and person that performed the test. This may be provided and completed by the manufacturer. This documentation will accompany the lifting device throughout its life cycle. Any lifting device received without this documentation will have a proof test accomplished and documented IAW AFOSH Standard 91-46.

★2.12.34.2. When any main structural members, such as beams, cables, etc., are manufactured, repaired or replaced the entire assembly must be proof load tested IAW AFOSH Standard 91-46.

★2.12.34.3. Hooks must be base lined using the original factory specifications. If factory specifications are unknown the hooks will have an inspection accomplished as outlined in AFOSH 91-46 for the baseline specifications. The baseline data will be maintained in the lifting device's historical record.

★2.12.36. Ensure assigned personnel are trained on all CAS applications required to perform workcenter duties.

★2.12.38. Ensure access to AFCSM 21-series.

### **★2.13 Munitions Crew Chief.**

★2.13.1. Supervises the operation.

★2.13.2. Ensures pre- task safety briefing is accomplished.

★2.13.3. Evaluates munitions operations, initiates action to correct deficiencies, terminates unsafe operations, reports discrepancies and conducts qualification training as required.

★2.13.4. Provides proper security, storage, and operator maintenance of assigned equipment.

★2.13.5. Executes an effective daily preventive maintenance program to ensure maximum serviceability of assigned munitions equipment and facilities.

★2.13.6. Reviews and completes applicable munitions documents for accuracy and completeness.

★2.13.7. Reports progress of operations to munitions control and coordinate changes in scheduled work plans with applicable supervisor.



★2.13.8. Coordinates with the training supervisor for training and ensures personnel are task qualified.

★2.13.9. Initiates driver disqualification action when an individual's attitude, mental, or physical conditions are potentially unsafe for operating vehicles.

★2.13.10. Removes unsafe or inoperable equipment and vehicles from service and reports to applicable agency for corrective action.

★3.1.5. Provide maintenance capability for the missile body assembly and components on Acceleration Monitoring Devices/Assemblies (AMD/AMAs). Maintenance of the AMD is limited to the procedures of T.O. 11G14-4-11, *Field Level Maintenance Accelerator Monitoring Assembly* (AMA).

★3.1.6. Identify and load monitors names in TMRS.

★3.1.6.2. At least semiannually compare applicable CAS quantities and condition codes with TMRS records to ensure the accuracy of accountable and maintenance records. Units can use the CAS Asset Balance Report along with the Missile Totals Report for tactical AURs, load trainers and captive carry AURs and the Master Unassembled Components Report by NSN TMRS Reports to accomplish the comparison. This review will be documented.

★3.1.6.4.1. Blocks of serial numbers to be used in formulating missile serial numbers will be assigned by RAM office IAW T.O. 21M-1-101. Contact RAM office if additional tail numbers are required for tactical or training missiles.

★3.1.7. May perform munitions inspections (when Munitions Inspectors are assigned) as determined by the Munitions Flight Chief. Munitions account custodians who are also munitions inspectors will not perform returned munitions inspections on their custody account munitions.

★3.1.7.1. ANG AMC units must send deviation request to ANG/LGMW.

★3.2.2. Assist in munitions reconciliation.

★3.2.3. Develop procedures (i.e, explosive routes, runway crossing, FOD/ECP checkpoints, etc.) for delivery of munitions from the MSA to the flight line. This includes deployment and forward operating location bases, if tasked by unit plans.

★3.2.4. Notifies Munitions Control of flightline deliveries and returns, and fire and hazard symbol changes as required.

★3.2.5. Notifies Munitions Control of all trailer location changes in regards to handling/line delivery operations.

★3.2.6. The Munitions Flight Chief may delegate the duties for argon and nitrogen coolant tank recharging and loading of chaff and flare modules to the Handling/Line Delivery Element.

★3.3.2. Ensure assigned trailers are registered and updated in CAMS.

★3.3.6. Document equipment records, IAW 00-20-5.

★3.3.7. Maintain the chassis portion of the ammunition loading assembly (ALA), ammunition loading system (ALS), linkless ammunition loading system (LALS) or universal ammunition loading system (UALS), if tasked. The ALA/ALS/LALS/UALS feeder assemblies, ammunition loading assemblies, and drums are maintained by the Armament Systems Flight.

★3.3.8. Schedule maintenance requirements beyond the capability of the unit with the appropriate repair function (i.e., hydraulic system repair, sheet metal repair, etc.).

★3.4.1. May perform munitions inspections as determined by the Munitions Flight Chief. Munitions account custodians who are also munitions inspectors will not perform returned munitions inspections on their custody account munitions.

★3.4.2. Perform demilitarization of inert munitions, to the level required by item demilitarization code or IAW DRMO procedures.

★3.4.4. Process/certify munitions residue from flight line and demilitarization operations for turn-in according to T.O. 11A-1-60. Explosive Ordnance Disposal (EOD) certifies and processes all munitions removed from range clearance operations. Other elements and generators of munitions residue may also perform this function.

★3.4.5. Certify empty containers for turn-in to Defense Reutilization Management Office (DRMO) are residue free and properly configured IAW T.O. 11A-1-60.

★3.4.5.1. Empty containers will be clearly marked, sealed and segregated from all others containing munitions

★4.1.9.4.1 Assets of the same lot number and condition code, that have multiple service life expiration dates, may be stored as separate lots.

★4.1.10.4. Ensure installation and maintenance of lightning protection systems (LPS). Ensure tests and inspections are performed according to AFI 32-1065, *Grounding Systems*.

★4.1.11. Segregate all custody account, courtesy stored, and unserviceable/restricted/suspended munitions from each other and base stock munitions with more than normal lot-to-lot separation using either stanchions, rope, placards, tags, etc.

★4.1.11.1. Ensure all boxes containing courtesy stored munitions on custody accounts have the custody account number marked on each loose box and all palletized loads.

★4.1.12.1. Normally, Non-DoD owned explosives and other hazardous and toxic materials will not be stored in the MSA. Refer to AFMAN 91-201 for exceptions/guidance.

★4.1.12.3. Responsibility for repairing packing discrepancies, caused by storage conditions, belongs to munitions organizations. It is the owning organizations responsibility for proper container packaging, marking and lot separation. The storage element will ensure the owning organization complies with these requirements.

★4.1.12.4. The owning organization is responsible for accounting and reporting custody account munitions.

★4.1.13. Use AIT or AF Form 4147, Munitions Movement Control Worksheet to track all munitions movements, both stockpile and custody account assets moved from one explosives location to another or assets entering/exiting the munitions storage area. Automated product may be used.

★4.1.13.1. The movement control form is a record for the storage element or any other applicable element needing information from the form. Use this form to verify warehouse balances and locations against CAS products and TMRS records.

★4.1.13.2.1. Movement control forms may be used as the task workorder.

★4.2.1.1.1. Establish local procedures to ensure currently certified inspectors retain their proficiency level, providing training and guidance on recent changes in munitions inspection procedures, CAS programs, lot history updates, AFTO Form102 procedures, general inspection procedures and condition code tags.

★4.2.11. A competent authority for directing munitions Special Inspections, as referred to in T.O. 11A-1-10, is defined as one of the following: appropriate ALC, MAJCOM, Munitions Flight Chief or senior munitions inspector.

★4.2.13. Perform receiving inspections within 30 days of receipt. In combat situations, receiving inspections will be conducted as part of the assembly process. Assets are put on record in the condition code shipped within 12 hours of receipt.

★4.3.9. Manage Ammunition Disposition Requests (ADR)/CAS to ensure appropriate actions are taken on unserviceable and serviceable munitions.

★4.3.11. Maintain deployable accountability capability for each independent deployable unit wartime tasking.

★4.3.12. Ensure munitions accountability personnel are trained on MUREP procedures identified in Chapter 37.

★4.3.15. Reconcile the ADR file against CAS records (or AFTO Form 15 file where applicable) monthly to ensure ADR documentation accurately reflects CAS information (i.e. ADR number, NSN, Quantity, Lot number, etc.). Document the results of the reconciliation and brief the MASO on the findings and corrective actions.

★4.3.24. Ensure WR-ALC managed guidance systems for AIM-7 and AIM-9 missiles have unserviceable shipment Transportation Control Number (TCN) and quantity of failed items in the "Comments" field for requisitions made through CAS. Units failing to include required data will receive a denial status code of "CA" with reason for rejection.

★5.1.2.6.1. Establish a Secure Internet Protocol Network (SIPRNET) capability within the Munitions Flight.

★5.1.5.1.1. Notify wing weapons safety when deficiencies or discrepancies exists involving lightning protection or static ground systems for risk assessment code application.

★5.1.5.1.2. Last 6 inspection cycles must be maintained IAW with DoD 6055.9-STD.

★5.1.6. Develop, maintain and use emergency action checksheets such as war/contingency plan execution notification, crash, fire, severe weather and explosive mishaps. Units will work with base agencies to develop local Emergency Action Checksheets (Fire Dept, Security Forces, etc). Coordinate all checksheets involving explosive operations through Wing Safety and Quality Assurance.

★5.1.9. Track work progress in MC2K and in the event of conflicts assign priorities. Develop a backup system (blocks of job control numbers, logs, etc.) for deployments and during interrupted MC2K service.

★5.1.9.1. DELETED.

★5.1.10. Manage the awaiting maintenance (AWM), awaiting parts (AWP), and TCTO programs. Review these programs weekly during the scheduling meeting.

★5.1.12.12. Status of actions taken for approved ADRs, to include ADR number, qty, nomenclature, document number of A5J or shipment; and the scheduled date of disposal/shipment.

★5.1.13.2. Inform the Fire Department of any "HC/D 1.1" explosives movements outside the MSA or of changes in magazine contents affecting fire symbols or hazard symbols and document notification.

★5.1.19. Control keys to assigned munitions facilities, using approved written procedures. Munitions Storage Element may issue and receive keys at Munitions Flight Chief's option, provided written procedures are developed designating specific responsibilities.

★5.1.19.2. Key and lock control procedures for conventional munitions facilities are contained in DoD 5100.76-M, AFI 31-401, AFI 31-101 and the following:

★5.1.19.2.1. Key and lock custodians, who are responsible for the control of keys, locks, and hasps that secure munitions maintenance and storage facilities, will be appointed in writing IAW DOD 5100.76-M.

★5.1.19.2.1.2. Letter of appointment will include name, enlisted/officer civilian, last 6 of SSAN and security clearance. Ensure letter has the required privacy act statement and is marked “For Official Use Only” (FOUO).

★5.1.19.2.2.10. All keys removed from their storage container must remain under the constant surveillance of personnel authorized to receive or issue keys.

★5.1.19.2.3.1. List will include name, grade, (i.e. Officer/enlisted/civilian), Security Clearance and last 6 of SSAN. Personnel authorized to issue keys may be authorized to receive keys.

★5.1.19.2.4.4.6. Dual signatures are not required by DOD 5100.76M. In the event this changes, two line entries with the same structure number will be used.

★5.1.19.2.4.4.7.1. On the next available line, key-issuing authority enters the structure number(s), time and date of transfer, and print “Key Transfer” and the name of the individual receiving the key(s) in block 1 of the out-signature block. The key issuing authority will print last name and sign their name in block 2 of the out-signature block.

★5.1.19.2.4.4.8. DELETED.

★5.1.19.2.9. An AF Form 2427 is used to control locks, cylinders, and keys used on conventional maintenance and storage facilities, including reserve locks, cylinders and keys. Maintain completed forms for 1 year.

★5.1.19.2.9.1. High security keys are normally received with the manufacturer's serial number engraved on an attached metal tag. Units will develop local key serial numbers and engrave/stamp them on the bows of the keys to aid in auditing and control. Annotate both the local serial number (if assigned) and manufacturer's serial number on the AF Form 2427 for correlation purposes. Once the key custodian verifies the annotation for accuracy, the tag with the manufacturer's serial number. Do not apply any additional markings to cylinders and locks.

**★5.2. Combat Ammunition System-Base (CAS-B) Element.** Until fielding of CAS 1.0, the CAS-B Element is responsible for the continual operation of the mainframe system, remote terminals, user accounts, local communications network, operational security considerations, commensurate with mission needs. Once CAS 1.0 is operational, the CAS-B element is no longer required/authorized.

★5.2.2.1. The SA is responsible for the day-to-day operation of the CAS element and main frame operations. The Munitions Flight Chief will ensure required computer operation and communications security publications are on hand.

★5.2.3. Each CAS-B host site will have a minimum of two system operators that have attended the CAS-B 3B2 system administrators course. The SA must have attended the course and be fully trained on the day-to-day operations of CAS-B mainframe. Due to limited remaining life-span of CAS-B, MAJCOMs may waive this requirement, provided the SA is qualified on required tasks.

★5.2.4. Communications used to transmit CAS-B data higher headquarters must be checked daily to ensure connectivity.

★5.2.5. CAS units will notify MAJCOM in the event of communication problems or system outages. If communications cannot be restored within two duty days, contact MAJCOM for alternate means of sending data.

★5.2.6. Prior to reporting trouble calls to the CAS Help Desk, reference the Help Desk Pre-call Checklist and inform MAJCOM.

★5.2.7. The use of CAS program ISC05A, Manual Record Load Master Menu is limited to the SA for problems that can not be resolved by use of standard programs (workarounds) and the CAS Global Call Center. Prior to using this program, the unit must have recommendation from the CAS Global Call Center, approval of the MASO, and authorization from MAJCOM. The MASO remains fully accountable for manipulated files and data.

★5.2.7.1. DELETED.

★5.2.7.2. DELETED.

★5.7.2.3. DELETED.

★5.2.8. The CSSO is the focal point for issuing CAS user IDs and passwords. The CSSO must establish security procedures for the protection of the CAS system, remote terminals and other security considerations as defined by Air Force Instructions and local DAA.

★5.2.9. The CSSO will maintain a current roster of all personnel authorized access to the system. The CSSO will ensure personnel departing Permanent Change of Station (PCS) or Permanent Change of Assignment (PCA) are formally removed from the CAS system prior to their departure from station.

★5.3.1.1. Develop/maintain CMPs in support of all tasked OPLANs/CONPLANs/DOC statements as required.

★5.3.1.1.1. Assist trainers in developing munitions lesson plans to cover the CMTP.

★5.3.1.2. Develop munitions deployment plans in coordination with munitions flight supervision.

★5.3.2. Training supervisor oversees the munitions training programs, implements training standards, develops training plans, local policies and procedures.

★5.3.2.1. Coordinates with element chiefs to schedule classes.

★5.3.2.2. Establishes a custody account and manages training munitions, components, and accessories. NOTE: Flight Chiefs may designate custody account management to a separate element, i.e. conventional maintenance, PGM Maintenance.

★5.3.2.2.1. Reviews and validates the annual munitions flight training munitions forecast. Ensures training munitions are serviceable and mirror parent munition to the maximum extent possible. Schedule munitions for maintenance.

★5.3.2.3. Ensures a current copy of munitions technical data, checklists, Operating Instructions (OI) for assigned munitions on the unit's UCML or other applicable documents are available for use.

★5.3.2.4. Monitors training documents to ensure munitions flight personnel have completed recurring training requirements.

★5.3.2.5. Develops and coordinates training schedules, and provides them to Munitions Plans & Scheduling for publication in the munitions maintenance schedules.

★5.3.2.6. Provides non-munitions augmentee personnel initial and recurring explosives safety and practical training on their expected duties. This may include munitions breakout, buildup, and delivery operations.

★5.3.2.7. DELETED.

★5.3.2.8. DELETED.

★5.3.2.8.1. DELETED.

★5.3.2.8.2. DELETED.

★5.3.2.9. DELETED.

★5.3.3. The Munitions Flight Chief will approve all formal lesson plans for academic classroom instruction after coordination with Wing safety (overall safety content) and Quality Assurance (technical accuracy).

★5.3.3.1. Lesson plans will contain as a minimum:

★5.3.3.1.1. Course Title

★5.3.3.1.2. Training objectives.

★5.3.3.1.3 Student Instructional Material.

★5.3.3.1.4. Training resources.

★5.3.3.1.5. Instructional method.

★5.3.3.1.6. Instructional guidance.

★5.3.3.1.1.7. DELETED.

#### ★5.3.4 CMTP Training

★5.3.4.1 Complete CMTP initial academic training before starting practical training. As a minimum, the academic classroom phase of instruction includes:

★5.3.4.1.1 Instruct all personnel in the tasks required to accomplish the unit's CMP during transition to conflict.

★5.3.4.1.2. Include safety devices or features according to AFMAN 91-201 and item T.O.s.

★5.3.4.1.3. Hazards of the work environment and special hazards according to tech data.

★5.3.4.1.4. Identification of components according to the item T.O..

★5.3.4.1.5. Inspection of components according to T.O. 11A-1-63 or the specific item T.O. (-63 is preferred).

★5.3.4.1.6. Rapid assembly of components according to T.O. 11A-1-63.

★5.3.4.1.7. Cover publications, safety, AGE SE familiarization, TMDE, special tools, handling equipment, storage and security requirements.

★5.3.4.2. Practical training starts when academic training is complete. Conduct practical training in a facility or training area dedicated to munitions buildup operations.

★5.3.4.2.1. Use a facility large enough to accommodate required training and associated SE.

★5.3.4.2.2 The practical training area should also have adequate office space and an academic classroom with appropriate heating and cooling.

★5.3.4.2.3 CMTP instructors administer practical training to each munitions personnel as required.

★5.3.4.2.4 They ensure munitions practical training duplicates operational conditions to the maximum extent possible. Other munitions buildup practical training considerations include:



★5.3.4.2.5. Familiarity with munitions serviceability criteria. Do not allow blanket rejection of training munitions during training operations solely because they are inert.

★5.3.4.2.6. Familiarity with the operation of all available AGE and SE used during training operations, even if not used on a routine basis. Conduct training on items such as the MHU-110/141 trailers and loading in/out of containers.

★5.3.4.3. The practical training phase must emphasize set-up for mass production (i.e., using MAC, trailer builds, dunnage builds, etc.) use of power tools and on-the-spot maintenance procedures (such as, use of thread chasers, and so forth). As a minimum, this phase includes:

★5.3.4.3.1. Physical inspection of components according to T.O. 11A-1-63 or specific item T.O. (use 11A-1-63, when procedures are included).

★5.3.4.3.2. Physical assembly of the complete rounds according to T.O. 11A-1-63 or the specific item T.O. (use -63 when procedures are included).

★5.3.4.3.3. Use of inert components for this training is recommended. If inert components are not available, live munitions may be used provided serviceability is not jeopardized and technical data or higher headquarters does not prohibit use.

★5.3.4.4. DELETED.

★5.3.4.5. DELETED.

★5.3.4.6. DELETED.

★5.3.4.7. DELETED.

★5.3.5. CMTP is a hands-on familiarization training program for 2W0X1 personnel, E-7 and below.

★5.3.5.1. This program covers all facets of the unit's conventional munitions contingency tasking.

★5.3.5.2. It is geared to provide personnel core knowledge and not to fully qualify them in all tasks.

★5.3.5.3. All personnel will receive employment/base support plan training on their portion of the plan during their CMTP training.

★5.3.6. Initiates and maintains an automated training tracking system for all munitions personnel.

★5.3.6.1. Local course codes will be assigned and will be documented in appropriate training lists.

★5.3.6.1.1. DELETED.

★5.3.6.1.2. DELETED.

★5.3.6.2. Training will be conducted a minimum of every 15 months during AEF preparation times. For Korea units, training is on an annual basis.

★5.3.7. DELETED.

★5.3.7.1. DELETED.

★5.3.7.2. DELETED.

★5.3.7.3. DELETED.

★5.3.8. DELETED.

★5.3.8.1. DELETED.

★5.3.8.2. DELETED.

★5.3.8.3. DELETED.

★5.3.9. DELETED.

★5.3.9.1. DELETED.

★5.3.9.2. DELETED.

★5.3.9.3. DELETED.

★5.3.10. DELETED.

★5.3.10.1. DELETED.

★5.3.10.2. DELETED.

★5.3.10.3. DELETED.

★5.3.10.3.1. DELETED.

★5.3.10.3.2.. DELETED.

★5.3.11. DELETED.

★5.3.11.1. DELETED.

★5.3.11.1.1. DELETED.

★5.3.11.1.2. DELETED.

★5.3.11.1.3. DELETED.

★5.3.11.1.4. DELETED.

★5.3.11.1.5. DELETED.

★5.3.11.1.5.1. DELETED.

★5.3.12. DELETED.

★5.3.12.1. DELETED.

★5.3.12.2. DELETED.

★5.3.12.2.1. DELETED.

★5.3.12.2.2. DELETED.

★5.3.13. DELETED.

★5.3.13.1. DELETED.

★5.3.13.2. DELETED.

★5.3.13.2.1. DELETED.

★5.3.13.2.1.1. DELETED.

★5.3.13.2.1.2. DELETED.

★5.3.14. DELETED.

★7.1.1. The AAC/WM website will be consulted prior to units developing their own unique LMME.

★7.1.2.4. Continued use of previously approved LMME is authorized without MMHE Focal Point approval provided all design drawings and approval documentation is maintained.

★7.1.3. LMME such as Y-stands, bomb dummy unit (BDU) modules, missile racks, etc. used to physically support or transport munitions items will have AFTO Forms 244, Industrial/Support Equipment or automated form readily accessible for review prior to use. At a minimum, annual visual inspections will be performed to verify integrity of LMME.

★7.2. Conventional Training Items. Flight supervision, user (custodian) and maintenance personnel will ensure in-use inert and dummy training munitions are maintained and functional to provide quality training for munitions and weapons personnel.

★7.2.1. Custodians forecast for the minimum quantities required to provide realistic munitions production and weapons load training.

★7.2.2. Munitions custody accounts are set up with munitions accountability element to requisition and control training items. The UCML or equivalent outlines munitions on which personnel maintain proficiency. All in-use inert, dummy, or empty training munitions will:

★7.2.2.1. The user will inspect training munitions at least annually.

★7.2.2.1.1. Inspections and discrepancies are entered on AFTO Form 244, **Industrial/Support Equipment Record**, or other automated record. The user maintains these records.

★7.2.2.1.2. Cosmetic defects (dirt, chipped paint, or other minor defects) on munitions trainers do not affect function or serviceability. Cleaning and touchup painting between established inspection intervals will be the user responsibility.

★7.2.2.1.3. Inert and dummy training munitions found unsuitable for use by a particular user will be offered to all users with approved allocations before being reported for disposition. These items, even with TO defined critical or major defects, may be useful for classroom training, display or explosive ordnance disposal (EOD) proficiency.

★7.2.2.1.4. Mirror the parent munition to the maximum extent possible. Major items (example, MK-82/84 or missiles issued to custody account) are:

★7.2.2.1.5. Painted like the parent (live) weapon with a blue band to show it is inert (example, paint inert MK-82 bombs olive drab with a blue band) IAW T.O. 11A-1-53.

★7.2.2.1.6. Serialized for identification.

★7.3. **Built-up (Ready) Munitions.** Munitions Flight Chiefs ensure a program exists to verify service life, and to visually inspect for obvious damage and unsafe conditions, all built-up (ready) munitions (to include AURs out of their containers). Visually inspect every 180 days. Additionally the procedures will ensure the service life is not exceeded. Document the inspection results.

★7.3.3. Combat Munitions Reliability Inspection (CMRI). This inspection focuses on the form, fit and function of an assembled complete round using the serviceability criteria in T.O. 11A-1-63, Chapter 3. This inspection requirement does not apply to missiles, GBU-15 and aircrew training munitions. These procedures apply to assembled munitions for which the specific item technical manual does not provide inspection procedures and intervals.

★7.3.3.1. Between 12 and 24 months after assembly, all complete rounds will be disassembled and the components inspected. This will be conducted annually thereafter. Significant discrepancies discovered will be reported to MAJCOM munitions staff.

★7.3.3.2. After completion of the CMRI and reassembly, “CMRI and the date of the inspection (month/year)” will be annotated on the item. (i.e., CMRI 1/98).

★7.4. **AF Owned Intermodal (ISO, MILVAN, etc) Containers.** These containers are used for the shipment and storage of conventional munitions. When used for munitions storage (including non-Air Force owned ISOs), munitions inspection cycles will be extended to inside storage intervals as defined by specific item technical data. The 363 TRS and 9 MUNS (AFCOMAC) are exempt from the requirements in this paragraph.

★7.4.2. Units will maintain containers in serviceable condition for munitions redistribution or storage at all times. The Convention for Safe Containers (CSC) certification on all Air Force owned containers must be kept current. Maintenance, repair, and inspection of ISO containers is a PEC 28030 expense.

★7.4.3. Containers are designed to support their weight and that of their contents through bottom corner castings. When removed from a chassis, place containers on drained, hardstand surfaces with all four lower castings placed on blocks (dunnage) 4 to 6 inches high. This prevents rocks and debris from exerting pressure against lower structural members of the container and allows air circulation that will prevent moisture damage to the container. Containers may be temporarily placed directly on a paved hardstand for stuffing and unstuffing operations. Empty containers will not be stacked more than three high. When stacked, locking pins will be inserted between containers.

★7.4.4.1. Document the inspection using DA Form 2404, **Equipment Inspection and Maintenance Worksheet**. Bases maintain the original copy of the CSC inspection (5-year, 30-month, and after-repair) form to the MAJCOM Munitions Staff and maintain a file copy for 1 year.

★7.4.4.2. CSC inspector training requirements will be identified and submitted to MAJCOMs. Units will budget for TDY training requirements against PEC 28030. Computer-based refresher training is available on the Defense Ammunition Center website.

★7.4.5. Units will budget annually for container maintenance costs against PEC 28030.

★7.4.6. Account for AF-owned containers utilizing CAS, using NSN 8140-01-296-7241 and appropriate condition code (CC). Containers will be entered in CAS by total quantity or individual serial number.

★7.4.7. Containers will only be placed in CC A, B, E, F, G, H or J.

★7.4.7.2. Unserviceable repairable containers will be assigned AWM/AWP work orders, parts ordered as necessary, and action taken to return them to serviceable condition.

★7.4.8.5. AIT capable units will label container and contents as required. Labels will be placed on the door near the consolidated data plate.

★7.5.1. Units using electric/pneumatic/hydraulic powered tools such as saws, nail guns, banding equipment, etc., will ensure that written instructions are developed and published to include proper use, maintenance, and safety if the manufacturer's instructions or owner's manual or technical order are not available.

★7.5.1.1. Heat producing devices require written operating instructions IAW AFMAN 91-201.

★7.5.1.2. For equipment tools not covered in CFETP, training will be documented on AF Form 797, **JQS Continuation Sheet**.

★7.5.2.2. Items failing Storage Monitoring Inspection require either an AFTO Form 350 or the appropriate DD Form 1500-series tag. If utilizing the AFTO Form 350, items failing SMI do not have to be segregated from other stocks.

★7.5.3.1. One tag is attached to each crate, box, metal container, or banded pallet, each loose item or each item on an unbanded pallet. For items that are bulk/block stacked, i.e., 20MM ammunition, MJU-7 flares, etc., as long as normal lot-to-lot segregation is maintained, only one tag is required per stack.

★7.5.4. Maintain emergency eyewash and showers as per Air Force Occupational Safety and Health Standard (AFOSH STD) 91-32, *Emergency Showers and Eyewash Units*.

★7.5.5. Store flammable and combustible liquids according to AFOSH STD 91-43, *Flammable and Combustible Liquids* and AFMAN 91-201.

★7.5.6. Wear, inspect, and store respirators as required in AFOSH STD 48-137, *Respiratory Protection Program*.

★7.5.8. Perform and document fire extinguisher inspections required in AFOSH STD 91-56, *Fire Protection and Prevention*.

★7.5.10. Maintain shelf life items (lubricants, paint, etc.) per AFMAN 23-110, Vol II, Part II, Chap 14.

★7.5.14. Ensure tire cages are used and training plan developed for units maintaining split or two-piece rim.

**★8.1. Introduction.** Product assurance concerns exist from the inception of a munitions item until it is properly disposed. With this in mind, personnel at all echelons are stakeholders in the process. This entails proper design, life-cycle testing, the inspection process and reporting of discrepancies. This chapter contains guidance essential for establishing the foundation for munitions product assurance.

★8.1.1.4. Evaluate skills and personnel who conduct product assurance and identify training requirements to Air Education and Training Command (AETC) during the U&TW.

★8.1.1.8. Conduct unit level surveillance visits to determine the effectiveness of their munitions product assurance program.

★8.1.2.1. Ensuring resource allocation to support product assurance commensurate with the importance of high quality and reliable munitions.

★8.1.2.2. Investigating munitions deficiencies reported by using commands. Report reliability and maintainability results from investigations and surveillance testing to using commands. The ALCs must establish tracking systems to monitor trends and analyze data. The ALCs must provide MAJCOMs and other customers with reports to provide results of the data analysis.

★8.1.2.3. Ensuring surveillance is maintained over Air Force munitions stored by other Services. This includes ensuring the storing Service is properly using the funds allocated to store, inspect and maintain munitions.

★8.1.2.4. Establishing, maintaining and making available technical information for inspecting, testing, storing, maintaining, handling, transporting, packaging, preserving, disposing, reconditioning, modifying, renovating and containerizing conventional munitions.

★8.1.2.5. Conducting surveillance visits to other Services' storage sites containing Air Force assets every 2 years to determine the effectiveness of their munitions product assurance program. At the end of surveillance visit, conduct an exit briefing with the other Services' representatives to discuss noted deficiencies. Furnish a detailed written report of the surveillance visit to the agencies responsible for storage site. Report will identify all deficiencies, their main causes, recommended changes, training requirements and personnel contacted during the visit. Furnish the MAJCOMs and Air Staff a written report on the status of the Air Force stockpile stored at other Services' sites.

★8.1.3.3. DELETED.

★8.2.1.2. Munitions agencies ensure consideration is given to the operating environment faced by munitions. Munitions are stockpiled for extended periods, withdrawn, and cycled from a ready state back to storage numerous times before finally being employed or disposed of. In the case of some munitions, electrical continuity tests or power-on operations may be a part of this cycling.

★8.2.1.4. Future maintenance requirements, such as component access for periodic inspection requirements, must be considered in the design stage. Additionally, adequate attention must be given to packaging, handling, and transporting requirements, to include explosive hazard classification for transportation and storage as well as the operational (ground handling/storage and flying) environment. Design criteria must also include environmental protection issues for consideration during daily use and for disposal purposes.

★8.2.1.5. Accurate configuration control of the items must be maintained. Changing NSNs of an item after modifications or Time Compliance Technical Order (TCTO) changes promotes configuration control.

★8.2.1.7. During design phase, consideration must be given to the future need to demil/dispose of the item and, where possible, materials are selected that make this process easier. Lean towards reclamation potential as much as possible.

★8.2.2. Initial service life and shelf life dates for munitions is based on design, manufacturing processes, materials and performance testing.

★8.3.1.1.4. Use AFTO Forms 22, PQDR (**SF Form 368, Product Quality Deficiency Report**, Core Automated Management System (CAMS) etc.) or appropriate electronic means to identify and report munitions problems. Report discrepancies on any item in service regardless of the date of manufacture.

★8.3.2.3.1. Ogden Air Logistics Center has established a "Munitions Rapid Response Team" of personnel knowledgeable in all aspects of munitions to respond to munitions incidents. Procedures for contacting team are presented in section 2.

★9.1.3. This chapter provides the format and guidance for developing munitions chapters for a base support plan, Parts One and Two, as required by AFI 10-404, chapter 4, and attachment 26. It also incorporates guidance from AFI 10-403, *Deployment Planning*, for units that are only required to write deployment plans.

★9.1.3.1. Part One of the BSP outlines base/installation capabilities and total resources.

★9.1.3.2. Part 2 depicts contingency requirements and allocates resources identified in Part 1, assesses the ability to support the operation, and identifies limiting factors (LIMFACs).

★9.4.1. BSP Part One. Identify available resources by conducting a site survey or reviewing the host unit's BSP Part One. See attachment 8 for Munitions Site Survey Checklist.

★9.4.3.1. BSP Part 1. Refer to attachment 6 for guidance on writing a BSP Part 1.

★9.4.3.2. BSP Part 2. During planning preparation, most of the milestones are accomplished at the senior supervision and element chief level and above. Now it is time to start at the bottom. The workers and their supervisors are the ones who start the writing process. Refer to attachment 7 for guidance on writing a BSP Part 2.

★9.5.1. The ACC Air Force Combat Ammunition Center (AFCOMAC) Course PDS Code 8RM, Air Force Catalog (AFCAT) 36-2223, *USAF Formal Schools*. This 3-week in-residence course at Beale AFB, CA, provides 2 weeks of academic instruction on CMP development followed by a weeklong bomb build-up practical exercise.



**★12.1. Ensuring Accountability.** A Munitions Accountable Systems Officer (MASO) will be assigned to account for DoD stocklisted munitions including only those Commercial off The Shelf (COTS) munitions items (see Chapter 32) approved and managed by OO-ALC/WM. MASOs may be responsible for accountability of munitions assigned local NSNs when approved by MAJCOM. Munitions will be assigned to and managed on a stock record account (SRAN/DoDAAC, example: FV5294) which is subject to audit. While the MASO may not have direct physical control of all munitions items and personnel, they retain responsibility for accurate, reliable, and auditable records. Individuals and organizations that physically control, possess, store or maintain munitions items are responsible for proper custody, care, accountability and security. The USAF:

**★12.1.3. DELETED.**

**★12.2.1.** The wing or vice-wing commander (or equivalents) appoints accountable individuals. This appointment authority may be delegated, in writing, to subordinate group commanders. In the Air National Guard, the United States Property and Fiscal Officers (USPFO) are the primary accountable officers. They are nominated by the Governor of each state and territory or the commanding general of the National Guard of the District of Columbia, and appointed by the Secretaries of the Army and the Air Force. They and their duly appointed assistant USPFOs for Property, are responsible to receipt and account for all government property in possession of the Air National Guard.

**★12.2.1.1.** MASO qualifications. An officer in AFSC 21MX or 21AX, a senior NCO in AFSC 2WXXX (MSgt or above), or qualified civilian (GS-7 or higher) may be appointed as the MASO. Mandatory qualifications are 18 months munitions management experience or 6 months experience after attending the Munitions Accountability course (J3AZR2W051 004). The MAJCOM must approve the waiver for any deviations in AFSC, grade, or experience. For ANG accounts, the Chief of Supply is the accountable individual.

**★12.2.1.2.** ANG individuals who change, adjust, post, or sign accountable munitions records will be appointed in writing by the MASO.

**★12.2.4.** The incoming MASO will review the account using MAJCOM provided checklists and previous audit and inspection reports. This review will be accomplished, documented, and results briefed to the appointing official no later than 45 days after assumption of account.

**★12.3.1.** HQ AFMC/DRW is the focal point for munitions SRAN/DoDAACs. A SRAN/DoDAAC as used in this instruction refers to active or contingency munitions accounts.

**★12.3.2.** Units will only have one conventional munitions account at each base.

**★12.3.3.** A base may maintain more than one conventional munitions account when separate storage areas/facilities exist on the same installation (i.e., War Reserve Stock for

Allies). Requests for additional SRAN/DoDAACs should clearly indicate why it is in the best interest of the Air Force.

★12.4.1. To establish a SRAN/DoDAAC, send requests through your MAJCOM munitions staff to HQ AFMC/DRW. All requests will include:

★12.4.2.3. DoD Manual 4000.25-6-M, *DoD Activity Address Directory (DoDAAD)*, Parts I and II, publishes controlled SRAN/DoDAACs. The controlled SRAN/DoDAAC number is classified when associated with the clear text address or geographical area code.

★12.4.3. MAJCOM munitions staffs maintain accuracy of SRAN/DoDAAC information by updating applicable systems and coordinating changes with HQ AFMC/DRW.

★12.4.3.1. Submit SRAN/DoDAAC change requests, through the MAJCOM munitions staff, to HQ AFMC/DRW. Include:

★12.5.1.1. The MASO may delegate authority, in writing, for operating the munitions account, to include signing documents and listings. However, the MASO retains responsibility and establishes a clear understanding of the responsibility and authority that goes with each level of delegation. EXCEPTION: MASO may not delegate authority to sign inventory adjustments, FOB turn-ins, reverse posts, and paperwork transaction only documents.

★12.5.2. MASOs manage conventional ammunition as defined by DODD 5160.65, *Single Manager for Conventional Ammunition*.

★12.5.2.1. Air Force MASO managed assets are: nonnuclear munitions charged with explosives, propellants, pyrotechnics, initiating composition, for use in connection with defense or offense, demolitions, and for training, ceremonial, or nonoperational purposes. Material used in discharging firearms or weapons that throw projectiles or initiate fire, disperse, or convey agents of warfare. Nonnuclear munitions include all explosive and nonexplosive components essential for the assembly of a complete operational round of munitions or all-up-round tactical missiles (air intercept or air-to-ground missile) (except strategic missile systems) and items which in themselves are considered for munitions management or reporting by the item manager or system manager according to the selection management criteria. In general, nonnuclear munitions include explosives, smoke agents, bombs, warheads, rockets, explosive components of catapult and canopy remover devices, explosive demolition materials, grenades, mines, pyrotechnics, and all types of devices used in igniting and exploding them, such as, primers, detonators, fuses, cartridges, squibs, boosters, igniters, blasting caps, and bursters. Also included are inert, sectionalized or empty models of *live rounds* and drill munitions and or explosive material. Inert parts or end-items of nonnuclear munitions are also included.

★12.5.2.2. Combat Ammunitions System (CAS) Munitions Management. Items meeting 12.5.2.1. definition and with the following cataloging data will be managed using the Combat Ammunition System (CAS) for the purpose of Air Force accountability, reporting, requisitioning, transportation, and maintaining related indicative data records:

- ★12.5.2.2.1. Source of supply code of FG5 and a budget code of H,I,S,T, U, or 9
- ★12.5.2.2.2. Source of supply code of FL5 and a budget code of H,I,S,T, U, or 9
- ★12.5.2.2.3. Source of supply code of FLZ and a budget code of H,I,S,T, U, or 9
- ★12.5.2.2.4. Source of supply code of FGZ and a budget code of H,I,S,T, U, or 9
- ★12.5.2.2.5. Air Force approved locally procured COTS, other service or country, and contractor owned conventional munitions will be managed in CAS using a locally assigned NSN.Exceptions must be approved by HQ USAF/ILM.
- ★12.5.2.3. If there is a question whether or not an item should be managed by the MASO, contact the appropriate ALC Customer Service Center.
- ★12.5.3. The MASO will develop local munitions accountability procedures IAW para. 2.7.3.3.
  - ★12.5.3.1. DELETED.
  - ★12.5.3.2. DELETED.
  - ★12.5.3.3. DELETED.
  - ★12.5.3.4. DELETED.
  - ★12.5.3.5. DELETED.
  - ★12.5.3.6. DELETED.
  - ★12.5.3.7. DELETED.
  - ★12.5.3.8. DELETED.
  - ★12.5.3.9. DELETED.
  - ★12.5.3.10. DELETED.
  - ★12.5.3.11. DELETED.
  - ★12.5.3.12. DELETED.
  - ★12.5.3.13. DELETED.
  - ★12.5.3.14. DELETED.
  - ★12.5.3.15. DELETED.
  - ★12.5.3.16. DELETED.

★12.5.3.17. DELETED.

★12.5.3.18. DELETED.

★12.5.3.19. DELETED.

★12.5.3.20. DELETED.

★12.5.4. Ensure date departed station is updated in the CAS intransit record when shipments physically depart station.

## **Chapter 13**

### **★Munitions Requirements, Allocations and Buy-Budget Process**

★13.1 **General Information.** The five-year munitions forecast is the primary vehicle to request and allocate air-to-ground and ground munitions required for test, training, and operational needs. Each year Commands must submit a five-year forecast to establish requirements for the near year and validate out-year projections.

★13.1.1. Command requirements are captured in two forecast documents: RCS: HAF-ILM(A)-9452, Peacetime Conventional Ammunitions Requirements Forecast (PCAR) and the Ready Aircrew Forecasting Tool (RAFT).

★13.1.1.1. DELETED.

★13.1.2. Process improvements, lessons learned, and action items pertaining to Global Asset Positioning (GAP), Requirements, and Stockpile Allocations will be discussed at the Munitions Working Group (MWG).

★13.1.2.1. OO-ALC/WM will consolidate, publish and track action items and lessons learned from each cycle. Will provide status and related information to participants throughout the year and prior to start of each event.

★13.2. **Munitions Requirements Forecast Process.** The munitions forecast is an annual process to identify munitions requirements in Categories A, B, C, D, E, F (except for bomber fly away), and N (see Attachment 4 for specific category definitions). Process is described in the following paragraphs and detailed in figure 13.1.

★13.2.1. Air Force Ammunition Control Point, Ogden Air Logistics Center (OO-ALC/WM) starts the process, in coordination with HQ USAF/XORW/XOFX/ILMW, by providing the annual requirements forecast instructions to MAJCOM munitions staffs not later than 15 October.

★13.2.1.1. OO-ALC/WM will discuss the previous years GAP and major changes to standard forecasting procedures during the annual MWG.

★13.2.2. Appropriate MAJCOM Directorates or equivalent, will assign Munitions User Functional Manager (MUFM) from Security Forces, Operations, EOD, etc. (see functional user codes at Attachment 5) to ensure accurate munitions forecasting.

★13.2.3. MAJCOM munitions staffs will distribute requirements forecast instructions to the MUFM and/or MASO.

★13.2.4. MUFMs and/or MASOs are responsible for validating munitions requirements and/or developing the forecast for all their units as directed by the MAJCOM Munitions Staff. MUFMs and/or MASOs may task units to develop requirements or develop the requirements themselves. MUFMs and/or MASOs are responsible for reviewing forecasts for accuracy and completeness, and for providing forecasts to MAJCOM munitions staffs by 1 December. MUFMs and/or MASOs will submit alibis to the MAJCOM munitions staff for any increase/decrease exceeding 10% of previous year's Air Force validated requirement. This alibi will include MNSN, DODIC, MSRC, CRC, category, and specific justification.

★13.2.5. The wing level WRM manager will forecast Category B (non-NCAA WRM) requirements for mobility unit type codes not covered in authorization tables in AFCAT 21-209, volume 1, *Ground Munitions* to the MASO for reporting to the using MAJCOM.

★13.2.6. Munitions requirements are derived from AFI 36-2217, *Munitions Requirements for Aircrew Training*; AFCAT 21-209, volume 1, *Ground Munitions*, volume 2, *Demolition Munitions*, volume 3, *Weapons Load Crew and Munitions Maintenance Training Requirements*; Unit Committed Munitions Lists; test plans; expenditure history; bed-down plans; the annual forecast letter from OO-ALC/WM; and similar documents which levy a need for conventional munitions.

★13.2.7. Requirements for ejector carts must be factored in the forecast.

★13.2.8. Air-to-ground aircrew training munitions requirements are determined in accordance with AFI 36-2217. Units that do not use the RAFT to forecast air-to-ground aircrew training munitions requirements will forward their requirements to MAJCOM/DOs, by 1 December, for inclusion in the PCAR.

★13.2.8.1. HQ USAF/XORW provides MAJCOM/DOs with the latest version of the RAFT at the MWG Conference.

★13.2.8.2. Between October and December the MAJCOM/DOs populate the RAFT with Ready Aircrew Program (RAP) requirements.

★13.2.8.3. MAJCOM/DOs send their RAFT containing RAP requirements to HQ USAF/XORW for validation by 1 January. HQ USAF/XORW will resolve any discrepancies with the MAJCOM/DOs.

★13.2.8.4. HQ USAF/XORW sends validated RAP requirements to OO-ALC/WM and HQ USAF/ILSR by 1 March.

★13.2.8.5. MAJCOM munitions staffs consolidate inputs from their MUFM and/or MASO, unique organizations without a MAJCOM directorate or equivalent and bed-down information from lead commands.

★13.2.8.6. MAJCOM munitions staffs verify data elements such as complete round codes (CRC), Department of Defense identification codes (DODIC), and national stock numbers (NSN) on the MUFM and/or MASO forecasts.

★13.2.8.7. MAJCOM munitions staffs provide OO-ALC/WM with the PCAR by 1 February.

- ★13.2.8.8. MAJCOM munitions staffs will maintain unit alibis on file for reference during the requirements forecast review.
- ★13.2.8.9. User MAJCOM munitions staff sends an informational copy of their subordinate unit forecast inputs to applicable host MAJCOMs if major mission changes are anticipated.
- ★13.2.8.10. OO-ALC/WM Stockpile Manager receives the first forecast submission from MAJCOMs. Product Teams review data elements for accuracy (user/host relationship, indicative data, complete round code, MSRC grouping, etc.). Product Teams provide guidance and other information for return to the MAJCOM.
- ★13.2.8.11. OO-ALC/WM Stockpile Manager sends error and variance lists along with Product Team comments to MAJCOM munitions staffs for correction by 15 February.
- ★13.2.8.12. MAJCOM munitions staff coordinates with MUFM and/or MASO to review the error and variance lists, correct and submit revised PCAR to OO-ALC/WM by 1 March.
- ★13.2.8.13. OO-ALC/WM Stockpile Manager merges the PCAR with NCAA requirements to create Worldwide Ammunition Requirements Baseline. This formulates the starting position for stockpile allocation and budgetary decisions.
- ★13.2.9. OO-ALC/WM hosts and HQ USAF/XORW/XOFX, AFSFC/SFWC, and AFCESA/CEX co-chair the Requirements Workshop in March. Air Staff reviews and discusses forecast data with MAJCOM munitions staff, adjusts as necessary, and approves Worldwide Ammunition Requirements.
- ★13.2.9.1. MAJCOM munitions staff will provide requirements forecast changes with adjustments/rationale with MUFM and/or MASO at the conclusion of the Requirements Review.
- ★13.2.9.1.1 Any disputes regarding changes made to the forecast will be sent to HQ USAF/XORW/XOFX, AFSFC/SFWC, and AFCESA/CEX. The Air Staff will resolve disputes and provide last requirements forecast changes to OO-ALC/WM by 15 April.
- ★13.3. **Munitions Allocation Process.** OO-ALC/WM hosts and HQ USAF/XORW/XOFX/ILMW, AFSFC/SFWC, and AFCESA/CEX co-chair the Munitions Allocation Conference to allocate munitions by comparing the Air Force validated requirements against available assets.
- ★13.3.1. OO-ALC/WM will release an Air Staff coordinated agenda for the Allocation Conference. Air Staff will provide the parameters for stockpile optimization for inclusion with the agenda.
- ★13.3.1.1. OO-ALC/WM will provide information relative to inventory availability and other issues to the MAJCOMs prior to the Allocation Conference.
- ★13.3.1.2. Attendees will be limited to host, co-chairs, and no more than three representatives from each MAJCOM. One MAJCOM attendee must be Munitions Staff or a designated representative. Additional attendees must be approved by co-chair prior to conference.
- ★13.3.2. The Allocation Conference:

★13.3.2.1. HQ USAF/XORW/XOFX, AFSFC/SFWC, and AFCESA/CEX set the priority order of build for stockpile optimization. Stockpile optimization is the process of merging the available inventory with the priority build list to achieve supportability position.

★13.3.2.3. HQ USAF/XORW/XOFX, AFSFC/SFWC, and AFCESA/CEX make allocation decisions.

★13.2.3.4. MAJCOMs will observe, advocate interests, support other MAJCOMs when possible, and provide information upon request.

★13.3.3. OO-ALC/WM records the allocation decisions in the Initial Detailed Logistics Allocation Report (DLAR) and provides it to MAJCOM munitions staffs, HQ USAF/XORW/XOFX, AFSFC/SFWC, and AFCESA/CEX NLT one week after the conference. A cover letter will include Air Staff rationale used to allocate the stockpile.

★13.3.4. MAJCOMs will use Initial DLAR to prepare for the GAP Conference.

★13.3.5. When Final DLAR is published following the GAP Conference (NLT 30 days after the GAP), MAJCOM munitions staffs will facilitate the allocation process within the MAJCOM.

★13.3.6. For tenant units, using MAJCOMs send allocations to the host MAJCOM that provides munitions support. Host MAJCOMs cannot change allocations for tenant units.

★13.3.6.1. Using MAJCOM must notify OO-ALC/WM of any host/user allocation transfers.

★13.4. **Allocation Increase or Addition Requests.** Request for allocation increases or additions will be prepared and coordinated IAW Chapter 14.

★13.5. **Buy Budget Process.** The munitions Buy Budget Review (BBR) addresses procurement of conventional ground, air-to-ground, Explosive Ordnance Disposal (EOD) munitions, small arms, and associated equipment (excluding missiles). Procurement of these items is part of the overall Department of Defense Planning, Programming, and Budgeting System process.

★13.5.1. OO-ALC/WM hosts and HQ USAF ILSR/XORW/XOFX co-chairs the BBR Conference in July to facilitate preparation of Budget Estimate Submission (BES) justification documentation for Procurement of Ammunition, Air Force (Appropriation 3011), Munitions and Related Equipment (Budget Program 3500).

★13.5.1.1. Prior to the BBR:

★13.5.1.1.1. HQ USAF/ILSR will issue specific guidance and instructions to Air Force Logistics Centers (ALC) and Product Centers for the BES in a Budget Call Letter.

★13.5.1.1.2. OO-ALC/WM and other affected AFMC product centers will prepare a Buy Book of P-series budget exhibits (forms P-40 and P-20) and provides an advance copy to assist conference co-chairs and HQ AFCESA/CEX in determining munitions and associated equipment funding priorities.

★13.5.1.2. At the BBR:

★13.5.1.2.1. OO-ALC/WM will present procurement recommendations based on forecasted requirements, inventory analysis, prior procurement action and industrial production capabilities.

★13.5.1.2.2. HQ USAF/ILSR will analyze procurement data presented and recommend the best use of available funds.

★13.5.1.2.3. Program Element Monitors (PEM) will establish the final funding priorities based on all information provided.

★13.5.1.3. After the BBR:

★13.5.1.3.1. OO-ALC/WM will prepare and distribute formal minutes of the proceedings, ship Buy Books and other classified materials requested to conference participants.

★13.5.1.4. All agencies responsible for P-series budget exhibits will submit documents to HQ USAF/ILSR based on funding priorities established at the BBR in accordance with the Budget Call Letter.

★13.5.1.5. HQ USAF/ILSR will publish and distribute the final budget submission document.

**★13.6. Expenditure Reporting.** Expenditure reporting is a critical data element of munitions management processes at all levels (i.e. Unit, Base, MAJCOM, and Air Staff).

★13.6.1. Past expenditures help Department of Defense determine allocation levels, develop buy-budget decisions, and defend procurement decisions to the Office of the Secretary of Defense, General Accounting Office, and Congress.

★13.6.2. For specific expenditure reporting procedures see Chapter 24.

### **★13.7. Quarterly Munitions Capability Assessment**

★13.7.1. Accurate inventory reporting is essential for making informed and complete decisions. Inventories establish the baseline for the Buy-Budget Review, the Allocation and GAP processes, NCAA development, the Joint Material Readiness Report, the Quarterly Readiness Report to Congress, and the Quadrennial Defense Review. It provides the decision making tool for the Joint Staff and the CSAF in initiating contingency operations until Contingency Sourcing, Expenditures, and Reporting procedures in Chapter 37 begin.

★13.7.2. OCONUS MAJCOMs, OO-ALC/WM, and WR-ALC/LKG will post updates to the Air Staff Quarterly Munitions Capability Assessment format located on the AFMC secure website: [http://pumba.afmc.wrightpatterson.af.smil.mil/contingency\\_Ops.html](http://pumba.afmc.wrightpatterson.af.smil.mil/contingency_Ops.html). Updates are due NLT the 15<sup>th</sup> day following the beginning of each quarter or as directed by the Air Staff.

### **★13.8. Aircrew Life Support Time Change Procedures.**

★13.8.1. Time change items are forecasted using procedures contained in T.O. 00-20-9.

★13.8.2. Aircrew Life Support (ALS) forecasting.



★13.8.2.1. ALS munitions are explosive items issued for installation into aircrew survival vests, survival kits, and life rafts.

★13.8.2.2. ALS Replacement Munitions (Time Change). Use category A to forecast munitions required to replace assets which are reaching their time change interval (end of service life) and for expected or known failure rates. ALS munitions issued under this category require consumption type issue using DIFM control and an approved category A allocation to support time change or unserviceable replacements.

★13.8.2.3. ALS Munitions Initial Build-up. Use category C to forecast requirements for initial build-up of ALS equipment which supports existing or new aircraft/aircrews. All issues under this category require consumption type initial issue using NON-DIFM control and an approved category C allocation to support the build up of new ALS equipment. Condition code “A” and “C” assets, with sufficient time remaining, will be used to fill requirements in this category.

★13.8.2.4. ALS Munitions Training Requirements. Use category D to forecast aircrew pyrotechnic signaling devices required to support aircrew training.. All munitions in this category are issued to a custody account and require an approved (category D) allocation. Items in this category will not be consumption issued or use DIFM controls and will be filled with condition code “B” or “C” items before using condition code “A” assets. After ALS expends these assets, MSI documentation must be completed and expended assets turned into the MASO to clear the account.

★13.8.2.5. ALS Munitions DIFM Control Procedures. Munitions operation personnel must update indicative data record (IDR) for each respective ALS munitions master NSN prior to processing an issue request to make sure the time change indicator is set to Y (YES) to establish DIFM control. When the Time Change is set to N (NO), process an IDR update to set the Time Change Indicator to Y (YES) to establish DIFM control. DIFM returned assets will be turned in under the issue document number (this will clear the DIFM) and re-identified as required. In most cases, these types of expired assets can be reclassified as condition code “B” and utilized for training (category “D” allocations). Found on base procedures will not be used to turn in returned assets to accountable records.

★13.8.2.6. Tracking Installed ALS Munitions. ALS units are responsible for tracking assets by item, lot number and prescribed shelf/service life in the Aircrew Life Support Management System (ALSMS) according to AFI 11-301 including monitoring Technical Order (T.O.) 11A-1-1, Conventional Munitions, Restricted or Suspended. When receiving ALS equipment from another installation, ALS personnel will verify records to ensure installed munitions are not affected by T.O. 11A-1-1. Munitions assets affected by T.O. 11A-1-1 actions will be removed from ALS equipment and initiate the applicable issue and turn-in request.

★13.8.2.7. ALS Munitions Aircraft Transfer Procedures: Losing units will initiate actions to transfer assets/allocations to the gaining supply point. Gaining supply point custodian will ensure transferred (incoming) munitions are processed through the MASO using procedures in paragraph e above.

★13.8.2.8. The annual forecast is the primary vehicle for requesting munitions that are required to maintain ALS equipment. The Air staff plans for and maintains worldwide munitions assets to meet only those forecasted requirements. During the annual forecast process, the MASO must obtain category A, C, and D requirements data from ALS sections based on the following requirements; shelf/service life replacement (Cat A), initial build-up (Cat C), and aircrew training (Cat D). Annual requirements will be consolidated and submitted to MAJCOM Munitions staffs. The MAJCOM Munitions staff will validate ALS forecasted munitions requirements with the respective MAJCOM ALS functional managers.

★13.8.3. MAJCOMs will provide units with other specific forecasting guidance.

★14.1.1. MAJCOMs provide unit allocations based on the MAJCOM positioning objective as determined by the GAP process. For Category F and G authorizations see attachment 4.

★14.1.2.1.1. Compare the CAS organizational record listing to the Air Force Forms 68 and unit allocation document to verify that all organization/shop codes and host/user relationship codes are loaded correctly.

★14.1.2.1.2. MASO must review the organizational record listing for accuracy, and sign it certifying listing reflects correct command codes.

★14.1.2.2. DELETED.

★14.1.3. Provide each organization with a copy of their allocation, to include changes (i.e. additions, deletions, increases, decreases or transfers of allocation).

★14.1.4. Units may be allocated munitions items in more than one category. Each item must be issued and expended for its intended purpose as identified by category and requirement codes.

★14.1.5. Custody accounts may be issued or maintain munitions/missiles in excess of non-expendable allocations, provided the command is not tasked to ship these assets in the Munitions Movement Plan (MMP), unit has properly forecasted for the assets, or has submitted an out-of-cycle request. MASO must ensure organizations have a valid requirement prior to MASO approval. MAJCOM, OO-ALC/WM or WR-ALC/LGK may direct redistribution of excess assets.

★14.1.5.1. The MASO approves/disapproves customer requests for excess non-expendable assets left on custody accounts. Approved requests will be kept in the custody account jacket file.

★14.1.5.4. Upon receipt of the allocation document, the MASO will take immediate action to notify organizational custodians in writing identifying munitions by NSN, lot number, and quantity requiring turn in action. Organizations must turn in munitions excess of expendable allocations no later than 30 days of notification by the MASO.

★14.1.6. Use AF Form 1996 to support stock levels for items without a Master Subsidiary Relationship Code (MSRC).

★14.1.6.1. All AF Forms 1996 will be coordinated through the MASO, MAJCOM and approved by the ACP.

**★14.2. Out of Cycle Request (OOCR) and Allocation Transfer Requests (ATR) Supporting Exercises, Competitions, Demonstrations, Test or Training.** Request for allocation increases, additions, and transfers will be prepared on the automated Allocation Transfer and Out-of-Cycle system located at the Air-to-Surface Munitions Directorate web site: <https://ammo.hill.af.mil>.

★14.2.1. In order to begin using the automated system, the Munitions Accountable System Officer (MASO) and MASO delegates must ensure they have a current Air-to-Surface Munitions web site User ID and Password. The Stockpile Management Office POC can provide assistance in accessing the system if difficulties are encountered. Once initial access has been obtained, the site is found by going to the Munitions Stockpile Management link on the upper left hand side of the OO-ALC/WM web page and then clicking on the Allocation Transfer and Out-of-Cycle request. Further instructions can be obtained by clicking on the user's guide for further information and guidance on how to use the site.

★14.2.1.1. DELETED.

★14.2.1.2. DELETED.

★14.2.1.2.1. DELETED.

★14.2.1.2.2. DELETED.

★14.2.1.2.3. DELETED.

★14.2.1.2.4. DELETED.

★14.2.1.2.5. DELETED.

★14.2.1.2.6. DELETED.

★14.2.1.2.7. DELETED.

★14.2.1.2.8. DELETED.

★14.2.1.2.9. DELETED.

★14.2.1.2.10. DELETED.

★14.2.1.2.11. DELETED.

★14.2.1.3. DELETED.

★14.2.2. MAJCOMs have the option of having units enter required data into the system or entering it themselves at the MAJCOM level.

★14.2.2.1. MAJCOMs that experience prolonged or temporary Internet connectivity downtime will send ATRs and OOCRs to e-mail messages to the OO-ALC/WMCI organization box at [wmciallocations@hill.af.mil](mailto:wmciallocations@hill.af.mil) in the following format:

★14.2.2.1.1. ATR

From: SRAN (Host/User Cmd Codes)

To: SRAN (Host/User Cmd Codes)

Cat Code:

Requirement Code:

Unit ID:

Exercise/Operation Name:

Activity Period: (Need Date and End Date)

After Action Report Required: (Y or N)

CRC/Master NSN:    Noun:            Qty:

★14.2.2.1.2. OOCR:

Requesting Unit: SRAN: (Host/User Cmd Codes)

Cat Code:

Requirement Code:

Functional User Code:

Custody Account Number:

CRC/Master NSN:    Noun:            New Qty Requested:

MAJCOM Current Fiscal Year (CFY) Allocation:

MAJCOM CFY Expenditures (CFYE):

★14.2.2.2. DELETED.

★14.2.2.3. DELETED.

★14.2.3. OOCRs may not be submitted for allocated expendable items until at least 65 percent of the allocation has been expended (70 percent for Aircrew training munitions). OOCRs for all other items will be worked on a case by case basis. Sufficient justification will accompany the request. OOCRs for new munitions requirements (i.e. mission changes), will be accepted. For OCONUS MAJCOMs, they will work OOCRs on a case-by-case basis.

★14.2.3.1. Items that were not 100 percent allocated were allocated based on available assets. The probability of an OOCR being approved or increased is slim.

★14.2.4. DELETED.

★14.2.5. DELETED.

★14.2.6. DELETED.

★14.2.7. DELETED.

★14.2.8. DELETED.

★14.2.8.1. DELETED.

★14.2.8.2. DELETED.

★14.3. DELETED.

★14.3.1. DELETED.

★14.3.2. DELETED.

★14.3.2.1. DELETED.

★14.3.2.2. DELETED.

★14.3.2.2.1. DELETED.

★14.3.3. DELETED.

★14.3.3.1. DELETED.

★14.3.3.2. DELETED.

★16.2.1. All documents must be typed or legibly printed in blue or black ink. Munitions accountability personnel may correct minor errors and omissions on documents when practical to do so. They will initial minor corrections, omissions, or changes made to documents.

★16.2.1.1. Munitions accountability personnel will not make changes to the quantity, stock, lot, or document number on expenditures. The certifying official must make changes to these fields and initial changes.

★16.2.1.2. Certifying officials will initial changes to the stock number or quantity fields on issue requests. Authorization to make changes to the stock number and/or quantity may be given to munitions accountability personnel. Authorization must be from originator and must be in writing (i.e. email, fax, or memo) and received prior to processing the issue request. Attach a copy of written authorization to the document.

★16.2.1.3. The individual turning in the assets (custody/consumption account/FOB) will initial changes to the quantity, stock, lot, or document number prior to departing from the issuing location (i.e. Munitions Inspection).

★16.2.1.4. If unable to correct in the manner described above, return illegible, incomplete, or improperly prepared documents to the originator for re-accomplishment.

★16.2.2. Originator will reaccomplish documents or make corrections using a single non-obliterating line.

★16.3.1. Document Control Report (ISE02A) will be used to monitor the status of documents. When CAS-D is used, units will maintain hard copy suspense files for all auditable documents.

★16.4.1. Documents are not considered delinquent if the status and location are known. Delinquent document criteria is as follows:

★16.4.1.2. Shipments and ADRs will be returned to Document Control no later than 5 days after shipment departs station or disposition instructions are complied with.

★16.4.1.3. Inventory adjustments will be filed in document control within 20 days.

★16.4.1.4. Produce a delinquent document listing weekly for documented review by the MASO. Annotate current status and location of each document. Maintain only the current week's listing (ISE02A option 1 may be used).

★16.5.1. The MASO will designate in writing munitions accountability personnel authorized to perform final quality control of accountable documents. Use of quality control stamp is optional.

★Table 16.1. Guide for Quality Control (QC) Edits.

Type of Document	Inspector Sign/Print/ /Date	Inchecker Sign/Print/ Date	Receiver Sign/Print/ Date	Applicable Notes
Issues: AF Form 2005 or DD Form 1150				1,2,8,9,10,15,17,20
Issue Documents	X		X	3,15,18,20,22
Expenditure				1,2,10,11,12,15,20
Turn-in	X	X		10,12,13,15,20
Receipt	X	X		3,4,7,15,20,22
Shipment	X		X	3,5,15,19,20,22
Shipment to DRMO or EOD	X		X	3,6,14,15,19,20
Local Disposal	X		X	3,14,15,19,20
Identity/Condition Code/Lot number Change	X			15,16,20
ADR	X			15,20,21

**Notes:**

1. Commander or designated representative must sign, print name, date and duty phone in block A of AF Form 2005 or in block 10 of DD Form 1150.
2. The MASO must sign, print name and date block B of AF Form 2005 or block 2 of DD Form 1150.
3. If an item is classified, the person receiving the property must be authorized in writing to receipt for classified property.
4. When the received quantity is different from the shipped quantity the Inchecker will circle the quantity on document, enter new quantity and initial. Check the transaction quantity to be sure the correct quantity received was processed.
5. Munitions shipments using transportation channels will have the authorized TMO representative's signature, printed name and date block 22 and block 23. On sensitive items or higher the authorized TMO representative's need only sign, print name and date the receipt for material portion on the bottom of DD Form 1348-1A or DD Form 1348-1.

If munitions personnel transport munitions, the receiving activity will sign, print name, and date in place of TMO.

6. The DRMO/EOD representative will sign, print name and date block 22 and block 23 of the DD Form 1348-1A or blocks 13, 14, and 15 of DD Form 1348-1.

7. On DD Form 1348-1A the Inchecker will sign, print name and date block 22 and block 23. On DD Form 1348-1 the Inchecker will sign, print name and date in block 7. If blocks 22 and 23 already contain a signature from the shipper ensure "Incheck / Received By", signature, printed name and date is immediately below blocks 22 and 23. On DD Form 1149, the Inchecker will sign, print name and date block 19.

8. Custodian must enter the date and time munitions are required in block G of AF Form 2005 or in block 6 of DD Form 1150.

9. Place reason for use and authorizing directive in block E of AF Form 2005 or in block 3 of DD Form 1150.

10. Place nomenclature in block J of AF Form 2005 or in block 4a of DD Form 1150.

11. Place reason for expenditure and authorizing directive, signature, printed name and date of custody account custodian in block E of AF Form 2005.

12. Lot or serial number and condition code from the original issue document, if a custody account asset, will be entered in block D. This does not apply to DIFM/FOB turn-in, for DIFM/FOB turn-in use block D to annotate lot number of the item being turned-in.

13. Reason for turn-in, applicable item T.O. and actual condition code of the item in Block E of the AF Form 2005.

14. The disposition and witnessing official will sign, print name and date above the respective statements, "Demilitarization / Disposition Official" and "Witnessing Official".

15. If an item is classified, the words "Classified Item" will be stamped or hand scribed in red ink on all source document copies.

16. The inspector will annotate the reason for change, sign, print name, and date the document.

17. Block C of AF Form 2005 or block 7 of DD Form 1150 will contain the grounding date of the aircraft for Time Change assets.

18. Signature, printed name and date received by the requesting organization.

19. SHP/A5Js will have ADR number cross-referenced on DD Form 1348-1A, if applicable.



20. Annotate transaction number on the document from the CAS transaction history listing.

21. The MASO must sign, print name and date part 2 of the ADR.

22. For assets released to agencies or individuals outside the USAF, appropriate documents will be annotated as required by chapter 12. For assets received without proper shipping documentation, recreated shipping documents will be stamped/annotated with "Shipping documentation not received". The DD Form 1149 is proper shipping documentation for munitions/missile shipments from contract facilities. Units are not required to recreate shipping documents. The DD Form 1149 will be used in place of the DD Form 1348 and will be filed in document control.

★16.6.2. Retain documents and listings and dispose IAW this AFI, AFI 37-138, *Disposition of Air Force Records*, and AFMAN 37-139, *Records Disposition Schedule*.

★16.7.1. Before processing RVPs, the MASO must approve by signing a memorandum containing a brief explanation of the circumstances.

★16.7.1.1. This memorandum will be attached and filed with each RVP.

★16.7.1.2. MASO's are required to sign, print name, and date the RVP document.

★16.7.2. The RVP document and the erroneous source document will be cross-referenced by annotating affected document numbers and CAS transaction numbers on both documents.

★16.8.1. Paperwork only transactions are authorized for assets that have departed station as a result of deployment when time does not allow prior processing of documents or at other times as deemed appropriate and approved by the MASO. They will not be used to adjust accountable records as a result of inventory discrepancies or errors under any circumstance.

★16.8.2. The MASO will approve, sign, print name and date all paperwork only transactions prior to processing. This may not be delegated.

★16.8.3. DELETED.

★17.2.1.1.1. You may act as the commander to sign AF Form 68, if you have operational or supervisory responsibility for the base/wing command post, small arms range, disaster preparedness, life support or combat control teams. In addition, authority (in writing) may be delegated to Explosive Ordnance Disposal (EOD) flight chiefs.

★17.2.1.2. Commanders may elect to personally certify and receipt for munitions, or delegate their authority in parts II and III of the AF Form 68. Parts II, III, and IV will contain original signatures, not photocopied. A least one AF Form 68 with original signatures will be forwarded to the MASO for approval.

★17.2.2. The MASO or designated representative will brief all personnel on the AF Form 68 on their responsibilities.

★17.2.2.2. All personnel must be briefed within 30 days of MASO approval date on AF Form 68, or prior to receiving custody of munitions, whichever is sooner.

★17.2.2.5. DEROS information (if applicable) will be included on AF Form 68 for every individual in Part II and III.

★17.3.1. Distribute copies of AF Form 68s to Munitions Inspection, Storage, account custodian, document control, and custody account monitor.

★18.1.1. Post-Post operations are used as an interim measure when CAS operations are disrupted. Post-post operations allow continued support during periods of computer downtime. Transition to CAS-D operations during extended downtime as defined by the MAJCOM.

★18.2.1.4. Systematic process for recovery of information in the CAS system after normal operations are resumed.

★18.3.2. CAS listings necessary to support post-post processing will be run on a recurring basis. The required listings and applicable frequency (additional listings and local products may be added to this list) are:

**★19.2. Submitting Requisitions.** Units submit requisitions in accordance with command guidance. Munitions Accountability Elements will work in conjunction with the Inspection and Storage Elements to ensure sufficient storage space exists and T.O. data is available prior to requisitioning assets.

★19.2.2. The MASO must ensure the appropriate Project Code and requisitioning priorities are used. Requests for expedited support or deviations from the existing requisitioning priorities based on operational need must be coordinated with the MAJCOM prior to processing.

★19.2.2.3. When an Air Logistics Center (ALC) item manager suspect a unit is abusing the priority system, the item or program manager should contact the respective MAJCOM to validate the priority.

★19.2.2.4. ALC Item or Program Managers will not change requisition priority without applicable command or unit coordination and approval.

★19.2.4.1. When CAS is unavailable, units will submit Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitions by message in the following format:

**★19.3. Procedures.** CAS units will use Requisition Status Report (ISI05A) to monitor requisitions. CAS-D users are required to monitor requisitions using locally developed products.

★19.3.1. Work with Munitions Scheduler weekly to reconcile outstanding requisitions for AWP's using the ISI05A and IS535A.

★19.3.2. Follow-up with the last known source of supply on requisitions when the status will not meet the RDD. Follow-up will include all information from original requisition and will inform effected MAJCOMs.

★19.3.2.1. Units will take aggressive follow-up action to ensure assets are received by their required delivery date, notify MAJCOM Munitions Staff and OO-ALC/WM Costumer Service of required delivery date problems in enough time to allow resolution.

★ **Table 19.1. Requisitioning Priorities**

<b>Requisitioning Priority Designator</b>	<b>01-03</b> <b>Note 1, 2</b>	<b>04-08</b> <b>Note 3</b>	<b>09-15</b> <b>Note 4</b>	
<b>Cycle Segments</b>	<b>Calendar Days</b>			<b>Responsible Agency</b>
<b>1 – Requisition</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>Requisitioner</b>
<b>2 – Passing Action</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>Initial Source</b>
<b>3 – Inventory Control Point (ICP) (Available redistribution order transmitted to Depot)</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>Ultimate Source</b>
<b>4 – Depot Process (Date items made available to TMO)</b>	<b>1</b>	<b>2</b>	<b>8</b>	<b>Storage Activity</b>
<b>5 – Transportation (date item made avail until date of receipt)</b>	<b>3</b>	<b>6</b>	<b>13</b>	<b>Transportation Activity</b>
<b>The Requisitioning priority then relates into a transportation priority</b>	<b>TP-1</b>	<b>TP-2</b>	<b>TP-3</b>	<b>Transportation Priority</b>

**Notes:**

The time schedule stated in table 19.1 should be used as a planning tool to coordinate your receiving and shipping events. All dates given may be affected by actions outside of the munitions arena, i.e. country clearances and AMC airlift priorities. The Transportation priority can be found in DOD 4500.9-R, Appendix CC 10, page CC 10 1.

1. Priority 01. Is authorized for wartime use only as directed by the ACP, TACP or RACP. Translates to transportation priority of TP-1.

2. Priority 02-03. Material will arrive at the receiving facility within 7 days from date of requisition for CONUS and 30 days\*\* of OCONUS. Translates to transportation priority TP-1

\*\* If the requisition is intended for USAFE, shipment has to have country clearance, which takes a minimum of 2 weeks from the date the shipment is put into the transportation system.

\*\* If the requisition is intended for SWA, shipment has to have diplomatic clearance, which takes a minimum of 3 weeks from the date the shipment is put into the transportation system.

3. Priority 04-08. Material will arrive at the receiving facility within 11 days\*\*\* from date of requisition for CONUS and 15-16 days\*\*/\*\* for OCONUS. Translates to transportation priority TP-2.

\*\* If the requisition is intended for USAFE, shipment has to have country clearance, which takes a minimum of 2 weeks from the date the shipment is put into the transportation system.

\*\* If the requisition is intended for SWA, shipment has to have Diplomatic clearance, which takes a minimum of 3 weeks from the date the shipment is put into the transportation system.

\*\*\* If requisitions are hazard class 1.3 thru 1.1 munitions, it takes a minimum of 1 week to arrange over the road transportation to ship the requisition to SRAN address or Port of Origin.

4. Priority 09-15. Material will arrive at the receiving facility within 28 days from date of requisition for CONUS and 67-82 days for OCONUS. Translates to transportation priority TP-3.

★20.2.1. Munitions received without sufficient accountability documentation, including COTS munitions, are processed as follows:

★20.2.1.2. After all information is validated, prepare an off-line shipping document, DD Form 1348-1, and process the receipt. Stamp/annotate the DD Form 1348-1, "Shipping documentation not received". COTS documents will be stamped "COTS Munitions Documents Not Required."

★20.2.1.3. Prepare and distribute SF 364 or electronic version according to the following:

★20.2.1.3.1. For a shipping (Item) discrepancy send a copy to the shipping activity, the responsible ALC or ICP (attn: appropriate IM), the MAJCOM (both if shipper's is different than receiving unit's), and the local MASO.

★20.2.1.3.2. For a packaging discrepancies, send a copy to the shipping activity, appropriate ALC and packaging specialist IAW AFJMAN 23-215, Encl 3J.2., and the MAJCOM (both if different than receiving unit).

★20.2.1.4. DD Form 1149 is proper shipping documentation for munitions/missile shipments from contract facilities. Units are not required to recreate shipping documents. The DD Form 1149 will be used in place of the DD Form 1348 and will be filed in document control.

**★20.4. Contingency Operation Receiving Procedures.** MAJCOMs determine when to implement contingency receiving procedures.

★20.4.1. During contingencies, assets will be placed on record within 24 hours of receipt (12 hours preferred) in the condition code shipped.

★20.4.2. Munitions flight supervision may waive performance of receiving inspections during contingency operations. However, assets will be checked against T.O. 11A-1-1 prior to use. This is consistent with requirement to rapidly issue assets for combat munitions production operations.

★21.2.2. Inventories will be performed utilizing either CAS generated or manual inventory worksheets and the account will be frozen before or after the physical count.

★21.3.1. Semi-annual/Perpetual Stock Record Account Inventory. The MASO conducts a wall-to-wall inventory of all munitions and explosives maintained on the stock record account (includes unserviceable assets but excludes custody accounts and courtesy storage). The inventory must be started and finished in the months of March and September. All outstanding AWM/AWP workorders and ADRs will be reconciled during these inventories. MAJCOMs may:

★21.3.2. All outstanding AWM/AWP workorders and ADRs will be reconciled during semiannual inventories.

★21.3.2.1. DELETED.

★21.3.2.2. DELETED.

★21.3.4. Change of MASO Inventory. When a change in the MASO occurs, the outgoing and incoming accountable officers jointly review and validate results of a complete physical inventory of the stock record account.

★21.4.1. Annual MASO Custody Account Inventory. Once every 12 months, the MASO or designated representative will inventory each custody account.

★21.4.1.2. The organizational commander, custodian and MASO will sign copies of the current custody account listing and documented findings.

★21.6.9. Whether or not an ROS is required, the inventory adjustment records must stand alone and complete the audit trail through memos, inspection records, inventory count sheets, transaction histories and one or more of the following documents will support an inventory adjustment document:

★21.6.9.13. Statement of corrective actions and procedures taken to prevent reoccurrence.

★21.6.10.1. Inventory adjustments that require a ROS for relief of accountability will be certified by the MASO and approved by the MASO appointing authority.

★21.6.10.2. Inventory adjustment documents, which do not require an ROS, will be certified by the NCOIC of munitions operations or equivalent and approved by the MASO. The MASO may not delegate authority to approve inventory adjustments. If the MASO is not available, the MASO appointing authority will approve adjustments.

★22.2.2. The MASO will provide custody account management training to all custodians and certifiers within 30 days of MASO approval date of the AF Form 68, or prior to receiving custody of munitions, whichever is sooner. Training will be documented in the custodian and MASO jacket files.

★22.2.5.15. Turn in munitions residue, packaging, and containers to the munitions activity for certification or disposition. Those users authorized to certify munitions residue, as authorized by T.O. 11A-1-60, will develop procedures for disposal of packaging and residue.

★22.3.1.6. Latest reconciled MASO Custody Inventory (signed by the commander, custodian and MASO) and count sheets. If the annual is conducted in conjunction with the quarterly, only one document is required.

★22.3.1.8. Maintain copies of all issues, expenditures, and turn-ins of munitions items in the custodial jacket file since the last signed Quarterly Custodian Inventory. NOTE: This only applies to the custodian's jacket file.

★23.1.1. Munitions items will not be issued until all documentation has been properly processed. There are four types of issues. To ensure supportability and scheduling processes, custodian requests for issue are submitted 14 days prior to use date. Exceptions to this policy are approved by Munitions Flight supervision.

★23.2.1.2. DIFM. All ERRC code ‘XD’ will be controlled using DIFM. These assets are of high value and/or field/depot repairable and reusable. Use CAS DIFM listing (IS535A) to monitor DIFM assets to ensure they are returned within 15 days. The 15 day count starts from the date assets were physically issued.

★23.2.1.2.3. All replacement and initial build-up ALS munitions requirements, regardless of ERRC, will be consumption issued and controlled under DIFM procedures as directed in chapter 23.

**★23.5. Contingency Issue Procedures.** See chapter 34.

★23.6.1. The MASO or designated representative will review and approve all issue requests.

★23.6.4.1. Block A/10: Signature of organization commander or designated representative, printed name, date, and phone number (certifying official).

★23.6.4.2. Block B/2: MASO or designated representative signature, printed name, and date.

★24.2.1. Fill out the AF Form 2005 or DD Form 1150 IAW local supplement. In addition to the blocks identified below, include the NSN, quantity, and document number of the original issue document:

★24.2.1.1. Block A: Signature of organization commander or designated representative, printed name, date, and phone number (certifying official).

★24.2.1.2. Block B: MASO signature or designated representative, printed name, and date.

★24.2.1.3. Block D: Lot/serial number/condition code.

**★24.3. Contingency Expenditures.** CAS will be utilized to track and report expenditures. However, units have great leeway in providing an audit trail that leads from munitions receipt, to issue, and finally expenditure during contingencies. Timely and accurate reporting is essential.

★24.3.1. Contingency expenditures are defined as the use of CAS documents, spreadsheets, and other auditable methods to account for (movement, build, expenditure) assets without the use of AF Forms 68, 2005, 1150. Workorders and build sheets, for example, may be used to establish and complete the audit trail. Munitions flight leaders develop processes to accurately and quickly report munitions expenditures daily.

★24.3.2. Units may employ these procedures at forward operating locations and deployed sites using CAS. No matter which procedures are used units must ensure the audit trail is clear and appropriate documentation available to support the expenditure of assets.

★25.6.3. A FOB turn-in includes DoD stocklisted munitions. The following are examples only:

★26.2.3. If for any reason, serviceable excess munitions were overlooked during the above reporting periods, units will report to their MAJCOM who will then pass the information to OO-ALC/WMR, Customer Support via email (hill.wm.customersupport@hill.af.mil) for conventional munitions and WR-ALC/LKGL for tactical missiles.

★26.2.4. PMs will receive and process ADRs via the automated ADR system located on the OO-ALC/wm website, (<https://ammo.hill.af.mil/wm/>).

★26.2.4.1. The PMs will establish a central ADR processing function to ensure alternative uses of reported munitions are fully considered before authorizing disposal of non-hazardous munitions.

★26.2.4.3.2. These instructions may direct shipment of non-hazardous munitions to any of the following locations: a base from a different MAJCOM; a storage location; a repair/recovery/recycling facility; an Army or Navy location; a foreign military sales destination; or (as a last resort) a TTU.

★26.2.5.1. As defined in the MR, they are the only persons who are authorized to identify military munitions items as WMM. Hazardous munitions items designated by EOD as Level 1 or Level 2 do not require DDA approval prior to disposal.

★26.3.1.2. When the EOD response specialist or Technical Escort Unit have determined whether the response can be delayed without compromising safety or increasing the risk to human health, request for disposition from a Product Group Manager (PM) is not necessary. Rather it will be declared an Imminent and Substantial Endangerment Response (Level 2) by the EOD specialist and subject instructions in the MR.

★26.3.1.3. If a munitions declared to be level 2 is not immediately disposed of and returned to the military installation for storage, the EOD specialist will annotate "IMMINENT AND SUBSTANTIAL ENDANGERMENT RESPONSE (LEVEL 2)" on the FOB Turn-in document.

★26.3.1.4. The munitions activity will immediately request the base Environmental Office (CEV) request emergency disposal permit through the appropriate state EPA agency.

★26.3.1.5. If the state EPA agency grants an emergency disposal permit, items will be disposed of in accordance with emergency disposal procedures. If an emergency disposal permit is not granted, the installation environmental and legal offices will elevated the issue to the MAJCOM Munitions and Environmental Management Staff Offices and the Air Force Regional Environmental Coordinator for resolution.



★26.3.1.6. When the EOD response specialist or Technical Escort Unit have that a recovered munitions is non-hazardous for storage or transportation over public roads (Routine – not Level 1 or 2), request for disposition from a Product Group Manager (PM) is required and subject to normal Ammunition Disposition Request (ADR) guidelines.

★26.3.1.7. If the munitions is returned to the military installation for storage, the EOD specialist will annotate “ROUTINE” on the FOB Turn-in document.

★26.3.4.1.8. Statement indicating whether capability “does/does not” exist for local disposition.

★26.3.5. Do not use AF Form 191 ADR or the automated ADR system for reporting excess serviceable munitions.

★26.3.5.2. If for any reason, serviceable excess munitions were overlooked during the above reporting periods, units will report to your MAJCOM on an excel spread sheet the following information: SRAN, NSN, DODIC, AF Nomenclature, Qty, Condition Code, Lot Number, MDC, Unit Cost, Total Cost, and Remarks (if any). The MAJCOM will either provide disposition instructions to you or forward the spreadsheet to the appropriate ALC for disposition.

★26.3.5.3. If it is determined that the assets are excess to command requirements, the MAJCOM will forward the spread sheet referenced above to OO-ALC/WMR, Customer Support via email ([hill.wm.customersupport@hill.af.mil](mailto:hill.wm.customersupport@hill.af.mil)) for conventional munitions and WR-ALC/LKGL for tactical missiles.

★26.4.1.2. Since the DoD intent is to recycle as many unserviceable stocklisted explosive assets as possible, it is important for all personnel to understand this use of condition code “P”. Condition code “P” will only be used for explosive recoverable items. Condition code “H” will be used for inert/non- explosive material items. Condition code “V” will be used for hazardous munitions waste and is only applied when directed by the DDA.

★26.5. Local disposal of unserviceable nonexplosive (inert) munitions components regardless of dollar value, that cannot be used for local training, will be at the discretion of the base MASO. These assets do not require an ADR. Process an A5J to document the demilitarization action.

★26.5.1. DELETED.

★26.5.2. DELETED.

★26.6.1. MASOs may authorize local disposition of Research, Development, Test and Evaluation assets or excess items that have been used in research and development projects/tests if project managers can not return them to an original configuration (L10 stocklisted items). Project Managers are responsible for providing disposition instructions and for all costs associated with disposal.

★26.6.3. After a Non-Stocklisted Munitions item has been used/considered for use in a test or evaluation program, the asset will be evaluated to determine its safety and proper identification. Project managers are responsible for costs associated with obtaining proper safety/identification evaluation if this cannot be determined by local agencies.

★26.8.2. If determination of safety cannot be made with certainty, treat the asset as a Level 2 IAW and coordinate its disposal with the Base Environmental Staff, EOD, Munitions Personnel, and the local EPA. The installation Commander has the final disposition authority.

★26.8.2.1.1. Munitions must be safe to transport. Level 2 assets, by definition, are not safe for transportation over public roads.

★27.2.2. Once the property is released to or scheduled with the servicing transportation unit, obtain the GTN related to the shipment and update the CAS in-transit record indicating date sent to transportation, estimated ship date, and current status of BA (being prepped for release). Once notified of the date the shipment will actually leave the base update CAS in-transit record as appropriate. The asset balance doesn't decrease until the Date Departs Station (DDS) is entered in CAS.

★27.2.3. Do not drop the property from CAS records until the shipment physically leaves your installation.

★27.2.3.1. DELETED.

★27.2.3.1.1. DELETED.

★27.2.6. If received at a non-Air Force agency, or at an Air Force agency not using CAS, the receiving munitions agency must inform OO-ALC/WM that the property was received in order for CAS to forward the receipt acknowledgement to the shipping base.

★27.2.7. In order for the Ammunition Control Point (ACP) to maintain visibility over munitions shipments, it is extremely important the unit updates accurate and timely shipment data within 48 hours to transportation personnel responsible for updating GTN at both the shipping and receiving locations.

★27.2.7.4. Transportation assigns one of the following Transportation Account Codes (TAC) as appropriate:

★28.2.1. Use spare WGU-4 GCU to support CATM requirements when available. However, when GCUs must be removed from serviceable AUR missiles, establish accountability of serviceable WGU-4 GCU, BSU-32 Fins, and TMU-72 argon bottle removed from an AUR for CATM use by turning in (Organizational Turn-in) and issuing the WGU-4 GCU, BSU-32 Fins, and TMU-72 argon bottle to custody account maintaining the CATMs. CAUTION: In the event that AIM-9M-9 GCSs are returned to the tactical missile configuration, units will ensure GCSs are mated with the tactical missile containing the MOD 11 Rocket Motor and latest Active Optical Target Detector. Units will account for CATMs on custody account by the CATM-9 NSNs (CATM-9-13

WGU-4E/B 1410-01-390-4963) or (CATM-9-15 WGU-4D/B 1410-01-390-4964). Also, Flight Chief/OIC will address in the CMP a plan to reconstitute CATMs to tactical missiles.

★28.2.2. The AUR, the WGU-4 GCU, BSU-32 Fins, and TMU-72 argon bottle were removed from, will be identified under the stubby National Stock Number (NSN 1427-01-319-9495AB) created for the management of tactical missiles with the WGU-4, BSU-32, and TMU-72 removed. Total number of stubbies will not exceed the quantity of CATMs each unit is authorized. Units will configure stubbies with the latest model rocket motors and target detectors if available in stock.

★28.2.2.1. When a WGU-4 is found to be unserviceable the unit will turn in (DIFM Turn in) the WGU-4 and place in CC/F for autoship. The wing weapons officer and munitions flight supervision determine whether to place the CATM-9 in CC/G until a replacement WGU-4 is received or remove a WGU-4 from a tactical AUR for use on the CATM-9 and place the Tactical AUR in CC/G until the replacement WGU-4 is received. It is understood that under normal circumstances a stubby missile will always be serviceable. Units will ship unserviceable GCSs in quantities of two or four to the repair facility in an expeditious manner.

★31.2.1. For OCONUS bases, using organizations submit a validated time-change AFTO Form 223, **Time Change Requirements Forecast**, Spreadsheet, or CAMS generated forecasts to the MASO between 90 and 120 days before the next calendar year quarter (see Table 31.1). The MASO will validate this submission against the annual forecast.

★31.2.1.1. The MASO submits quarterly consolidated requisitions through CAS.

★31.2.2. For CONUS bases, using organizations submit a validated time-change AFTO Form 223, **Time Change Requirements Forecast**, Spreadsheet, or CAMS generated forecasts to the MASO between 45 and 60 days before the next calendar year quarter (see Table 31.2).

★31.2.2.1. The MASO submits quarterly consolidated requisitions through CAS.

★32.3.1. To purchase COTS explosives and munitions, requesting unit will coordinate a package, using an AF Form 1768, **Staff Summary Sheet**, through the installation Munitions, Environmental, Safety, EOD, Transportation, and Legal agencies for Group and Installation Commander approval. Refer to Figure 32.1. For any COTS munition that has been previously approved for Local Purchase, munitions system management, or has been assigned an Interim Hazard Classification (IHC) or Final Hazard Classification and has been approved by the NNMSB, requirements may be submitted to the MASO using an AF Form 1996, *Adjusted Stock Level*.

★32.3.1.1. The package must then be submitted to requesting unit's MAJCOM for coordination and approval prior to forwarding to OO-ALC/WM. The AF Form 1768 or 1996 will be signed by installation commander and include information identified for IHC and the following (for AF Form 1996, see paragraph 32.3.1.1.8):

★32.3.1.1.8. IHC data is not required. Minimum information will include Quantity, Part Number, NSN (if available), complete justification and use statement, and authorizing directive. Additional data may be required by reviewing officials.

★32.4. **MAJCOM Approval.** MAJCOM coordination and approval process begins with the command Function Manager for requested munitions and is coordinated, using an AF Form 1768 or AF Form 1996, through command Weapons Safety, EOD, Transportation, and Legal for final MAJCOM approval by the Munitions Directorate/Division prior to submission to OO-ALC/WM.

★32.7.2.1. Requesting unit must coordinate request with installation MASO and the OO-ALC/WM CMPM.

★32.7.2.2. Requesting unit must have final written approval from OO-ALC/WM CMPM before any IMPAC purchase of the specified munitions item.

★32.7.2.2.1. An AF Form 1996 will be used for AF stocklisted non-MSRC items to request local purchase approval. Units will include request to use Government Purchase Card IAW AFI 64-117, *Air Force Government-Wide Purchase Card Program*, in the justification block of the form.

★32.7.2.2.2. The maximum quantity block will be the maximum quantity that can be purchased for a fiscal year. The minimum quantity block will be the maximum quantity the unit is authorized to purchase for a 90-day supply.

★33.1.1. WRM munitions are required to support wartime activities listed in the USAF War and Mobilization Plan (WMP) until the industrial base meets wartime demands. The Forward Presence stressed in the Defense Planning Guidance (DPG) demands WRM munitions to be stored or moved quickly to critical areas. WRM munitions are prepositioned at operating bases, dispersed in areas of responsibility, placed on afloat prepositioned ships, and stored at selected units and depots for air deployment.

★33.1.2. The MAJCOM munitions staff will provide units with WRM munitions positioning objectives using the MAJCOM WCDO for wartime requirements. AFI 25-101, Chapter 8 WCDO procedures will be used. In addition, the most recent NCAA Constrained Theater Requirement (CTR) prepositioning objective for each MAJCOM will be used. For USAFE, PACAF, and CENTAF this is the CTR Starter Stock. For other MAJCOMs this is the CTR for all theaters supported.

★33.2.5. The NCAA is an analytical process designed to quantitatively identify the most effective mix of conventional air munitions to be programmed for procurement and maintained in the worldwide WRM stockpile. The NCAA documents the calculations,

assumptions, and methods used to compute CTRs. Theaters threat models, WMP-5 sorties, theater expenditure per sortie factors (EPSF), and safety factors all influence munitions computations. NCAA CTRs are used throughout the planning/programming process to aid in identifying how each type item should be positioned to achieve Air Force objectives.

★33.2.6. The TAMP and DLAR identify WRM and Non-WRM MAJCOM munitions allocations requested and approved for positioning. These documents depict the annual constrained munitions inventory positioning objectives by MAJCOM and by munitions category.

★33.3.1. The WCDO serves as the official document portraying unit level WRM munitions requirements.

★33.3.2. WCDOs contain authorizations for each munitions item supporting OPLAN execution for the Starter Sock period per AFI 25-101, Chapter 2.

★33.3.3. Operations, munitions, plans, and intelligence functions cooperate to produce the MAJCOM WCDO. The NCAA establishes munitions requirements. The MAJCOM munitions staff provides the MAJCOM logistic planners the NCAA MAJCOM CTR to build the MAJCOM WCDO. MAJCOM planners produce the WCDO and provide it to the munitions staff for distribution to unit munitions flights. The MAJCOM WCDO will match the NCAA CTR for the given MAJCOM.

★33.3.4. The Munitions Flight Supervision evaluates WRM positioning objectives and briefs the OG and LG on the following:

★33.3.4.1. Shortfalls and excesses. (Planned use of STAMP, APF, and Fly-Away will be shown in this brief)

★33.3.5. Munitions WRM distribution and realignment is performed through the GAP process.

★34.1.2.1. If the deployed unit custodian is directed to leave assets in place for subsequent replacement units, custodians and MASOs may be relieved of accountability if the following conditions exist:

★34.1.2.1.1. There is no established munitions SRAN/DoDAAC at the deployed location.

★34.1.2.1.2. Accountability of munitions remained on custody records.

★34.1.2.1.3. The custodian returned to home station without deployed munitions.

★34.1.2.2. The MASO will process shipments for only those assets that did not return with the custodian and were left behind in the AOR. Shipments will be processed using ship to SRAN "FV 9999." Legible copies of shipping documentation, along with applicable source documentation, will be faxed or mailed to MAJCOM munitions staff.

Examples of sufficient source documentation to validate munitions remained in theater may include, but are not limited to the following:

★34.1.2.2.1. Hand receipt signed by the commander or custodian, (i.e. AF Form 1297, DD Form 1348-1, listing of munitions deployed signed by the commander or custodian, or any other documented evidence reflecting types and quantities of munitions deployed). NOTE: This documentation must be dated as of the time of deployment and not after the fact.

★34.1.2.2.2. Signed inventory or some form of hand receipt as mentioned above from the individual accepting responsibility and accountability of munitions left in theater. NOTE: Identity of the individual must be known, i.e. full name, rank, last 6 of SSAN, unit, base, and duty phone.

★34.1.2.2.3. Aircraft load records that identify types and quantities of munitions deployed.

★34.1.2.3. MAJCOMs will maintain visibility of deployed assets. However, replacement commanders and custodians at the deployed location retain responsibility for controlling munitions assets. MAJCOMs and/or air components develop tracking methods to account for these assets.

★34.1.2.4. In the event sufficient source documentation as identified above is not available or cannot be obtained, reports of survey and inventory adjustment, as applicable, will be required. Use Chapter 21 procedures to correct stock discrepancies.

★34.1.2.5. Once munitions have been shipped or adjusted off record, units are authorized to requisition replacement assets. Ensure the following statement is annotated in the remarks block of the requisition, "REPLACEMENT ASSETS FOR MUNITIONS LEFT IN THE AOR."

★34.3.10. Contingency Reports. See Chapter 37.

★36.1.3. SDMs will be secured to prevent removal of the complete round or any attached sub-components.

★36.2.1. The MASO will submit an ADR to OO-ALC/WM requesting SDM authorization.

★36.2.1.1. The following statement must be made in the "Reason for Reporting" block : "Request the munitions listed on this document be retained for static display. I certify the munitions listed are unserviceable, non-repairable for operational use, and free of explosives and explosive residue. The munitions will be marked SDM-FVXXXX-000 through SDM-FVXXXX-000 IAW AFI 21-201, Chapter 36 and placed on permanent, fixed static display within 90 days of receipt of approval. This action has been coordinated through the Munitions Flight Chief/Commander."

## Chapter 37

### MUNITIONS CONTINGENCY SOURCING

#### AND REPORTING PROCEDURES

★37.1. Purpose. This Chapter outlines contingency munitions sourcing for Air Force Activities and establishes a standard munitions report. The Munitions Reporting process will provide the CJCS, Combatant Commanders, and Air Force activities the ability to monitor critical munitions items, affecting warfighting capabilities during contingencies, emergencies, or exercises. In addition, the reported information will be used in support of Joint Materiel Priorities and Allocation Board (JMPAB) deliberations. HQ USAF/ILMW and XORW represent the USAF on the Munitions JMPAB.

★37.2. Contingency Munitions Sourcing Process. The munitions allocation process described in Chapter 33 is a peacetime pre-positioning process. Once contingency sourcing begins, all munitions balances in the operational theater(s) become available to support the contingency operation(s). All expenditures will be against current operations for the contingency being supported. When Air Force air component commands and MAJCOMs are involved in contingency operations that require the use of munitions assets *not available in their theater of operations*. HQ USAF/ILMW is responsible for munitions positioning worldwide and provides direction to the ACP to position munitions to satisfy command's contingency requirements. HQ USAF/XORW is responsible for operational requirements and approval of STAMP/STRAPP and munitions in short supply requests. The following process applies for contingency munitions requests:

★37.2.1. For STAMP/STRAPP specific requests follow procedures in Chapter 33, HQ USAF/XORW approval required.

★37.2.2. For Afloat Propositioned Fleet munitions requests, follow procedures in Chapter 33. Joint Staff/J-4 approval is required. Requests for APF are worked through HQ USAF/ILMW.

★37.2.3. Air component commands and MAJCOMs will request additional munitions needed to support contingency operations for sourcing. Send requests to the USAF Ammunition Control Point (ACP) (OO-ALC/WM) operations center, via official message, SIPRNET e-mail, or secure fax with informational copies to HQ USAF/ILMW and XORW. Provide the following:

★37.2.3.1. Type of munitions/munitions components required by NSN.

★37.2.3.2. Quantity required.

★37.2.3.3. Ship to Location/SRAN.

★37.2.3.4. Required in-place date.

★37.2.4. The ACP will:

★37.2.4.1. Forward requests for Air Superiority Missiles (AIM-7, AIM-9, AIM-120 or AGM-88) to the Tactical Missile Control Point (TMCP) at WR-ALC/LKG. TMCP will coordinate sourcing IAW TAMP.

★37.2.4.2. Identify possible sources to meet air component command/MAJCOM needs identified in para. 37.2.3.

★37.2.4.3. Make a recommendation to USAF/ILMW on preferred source. HQ USAF/XORW will approve all movements of assets in short supply.

★37.2.5. HQ USAF/ILMW will approve/disapprove requests for munitions available in the Air Force stockpile.

★37.2.6. The ACP/TMCP will notify requesting air component command/MAJCOM of availability and approval/disapproval for TPFDD action as required.

★37.2.7. Units supporting contingency operations will ensure munitions requests are processed through their air component command/MAJCOM using guidance in Chapter 34.

### **★37.3. Air Force Munitions Report (AFMUREP).**

★37.3.1. These procedures provide echelon reporting criteria for critical munitions resources. Leaders at all levels are responsible for accurate munitions reporting. This is essential to ensure proper sourcing and resupply to and within theaters.

★37.3.2. The Combat Ammunition System (CAS) is the Air Force's munitions accounting system and will be the primary source for AFMUREP data. AFMUREP does not replace CAS. The intent, rather, is to provide timely and accurate capability, inventory, and expenditure data to allow for theater and service-level planning and re-supply.

★37.3.3. HQ USAF/ILMW or OO-ALC/WM will provide an AFMUREP implementation message, discerning report format and munitions to be reported.